

Agenda for Monthly Senior Management Team Meeting

Friday 02 June 2023, 1000 – by MS teams (deferred May meeting)

Standing Items

1. Minutes, action points update and matters outstanding (ALL)
2. Operational Plan 2022-23 Monitoring BAU and Projects (ALL)
3. Operational Plan 2023-24 Monitoring BAU and Projects (ALL)*
4. Operational Risk Register 2023-24 (ALL)

Additional Items

5. Governance Reporting – assurance report*
6. Interventions Report (HOPI)**
7. Communication Strategy (HOPI) **
8. Key documents - visual identity guidance documents review dates (HOPI) **
9. British Sign Language - Action Plan – report and review (HOPI) **
10. Key documents – FOISA Guidance; Vexatious or repeated requests; Frivolous or vexatious applications (HOE) **
11. Recruitment (new post) Deputy Head of Enforcement (HOE) ***

AOB

12.

* Deferred to June MSMTM

** Deferred from QSMTM 22/23 Q4

*** Deferred