

Agenda for the Quarterly Senior Management Team Meeting

Thursday 14th November 2019, 10am

Standing Items

1. Minutes, action points update and matters outstanding (All)
 - 1.1. Review of minutes - MSMTM 16/10/2019
 - 1.2. Action points update (All)
 - 1.3. Matters outstanding (All)
2. Finance Report (HOCS)
3. Statements of Expenditure - PSRA (HOCS) – deferred to MSMTM, 20/11/19
4. Information Requests and Reviews (HOCS)
5. Website (HOPI)
6. Investigations Performance (HOE)
7. Key documents (All)
8. Strategic Risk Register & Heat Maps (HOCS)

Additional Items

9. Service Standards – Compliments/Complaints (HOCS)
10. Quality Assurance – Investigations (HOE) – deferred to QSMTM, January 2020
11. CR: Review of Key Document - C5 Publication Scheme Handbook (HOCS)
12. CR: Review of Key Document – C1 Charging for Information Policy (HOCS)
13. CR: Review of Key Document – C5 Health and Safety Policy and Handbook (HOCS)
14. CR: Legal Services Tendering – update (HOE) VC125724 (paper to follow)
15. Suggestions Box (HOCS)(verbal)
16. Defibrillator promotion proposal (FAM)(verbal)
17. Strategic Plan update (SIC) (verbal)
18. Learning & Development Plan 2019-20 (HOCS) (will be circulated by HOCS to SMT direct)

AOB

- 19.