

Agenda for Monthly Senior Management Team Meeting

Tuesday 6 October 2020, 11:30 by video conference

Standing Items

1. Minutes, action points update and matters outstanding (ALL)
2. Operational Plan 20-21 - monitoring report (HOCS) (ALL)
3. Operational Risk Register – (HOCS) (ALL)

Additional Items

4. Review of temporary closure of office premises (HOCS)
5. Review of Key Documents: C1 Governance Arrangements and C1 Governance Reporting Arrangements (HOCS)*
6. Performance & Development Framework (HOCS)*
7. Review of annual actions (2019-20) under the C5 Human Resources Strategy (HOCS) **
8. Learning & Development Plan 2020-21 (HOCS)**
9. External newsletter (HOPI)
10. Review of Key Document: C2 How the Commissioner will respond to FOI requests during the temporary closure of the office premises due to the impact of the COVID-19 pandemic (HOCS)
11. Review of Key Document: C2 Coronavirus (Scotland) Act 2020: Determining the effects of the coronavirus on an authority's ability to respond to requests (HOE)
12. Review of Key Document: C2 Coronavirus (Scotland) Act 2020: Determining the effects of the coronavirus on requests responded to between 7 April 2020 and 26 May 2020 (HOE)

AOB

13.

* Carried forward from Q1 QSMTM

** Carried forward from Q1 QSMTM and deferred to Q2 QSMTM