

# Agenda for the Quarterly Senior Management Team Meeting Q3 2020-21

**Thursday 4 February 2021, 10am**

## **Standing Items**

1. Minutes, action points update and matters outstanding (All)
  - 1.1. Review of minutes - MSMTM 16/12/20
  - 1.2. Action points update (All)
  - 1.3. Matters outstanding (All)
2. Finance Report (HOCS)
3. Information Requests and Reviews (HOCS)
4. Subject Access Requests (HOCS)
5. Health & Safety (HOCS)
6. Investigations Performance (HOE)
7. Operational Plan Monitoring Report (All)
8. GDPR Report Q3 (HOCS)\*\*
9. Operational Risk Register (HOCS)
10. Strategic Risk Register (HOCS)

## **Additional Items**

11. Publication Scheme (SIC) Assurance Report (HOCS)\*
12. Self-Assessment Toolkits Report (HOPI)
13. British Sign Language - Action Plan – report and review (HOPI)\*\*
14. Employment Policy Update (HOCS)\*
15. Biodiversity report (HOCS)\*\*
16. Data Protection Policy and Handbook – update (no paper) (HOCS)
17. Review of temporary closure of office premises (HOCS)\*
18. Website cookies (HOPI)
19. Intervention Procedures – key document review (HOPI)
20. Website Accessibility Statements – key document review (HOPI)
21. Policy on Speaking Engagements – key document review (HOPI)
22. MoU between The Keeper of the Records of Scotland and SIC – key document review (DF)

## **AOB**

23.

\* to be circulated separately on 02/02/21 or on 03/02/21

\*\* deferred to MSMTM – 24/02/2021