

# Agenda for Monthly Senior Management Team Meeting

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**Tuesday 14 September 2021, 10:00 (deferred August meeting) – by MS Teams**

## **Standing Items**

1. Minutes, action points update and matters outstanding (ALL)
2. Finance Report Q1 (HOCS)\*
3. Key Documents – outstanding, due and not completed (ALL)
4. Health & Safety (HOCS)\*

## **Additional Items**

5. Performance & Development Framework 2022-21 (HOCS)\*
6. Learning & Development Plan (HOCS)\*
7. Review of HR Strategy (HOCS)\*
8. Review of Key Documents – Accessibility Statement for Commissioner’s website (HOPI)
9. Equality Policy review (HOCS)
10. Review of temporary closure of office premises due to the impact of the COVID-19 pandemic (HOCS)
11. Cookie Notice (HOPI, verbal update)

## **AOB**

12. Website (HOPI, verbal update)

\* report deferred from QSMTM 2020-21 Q1 to next MSMTM