

Agenda for Quarterly Senior Management Team Meeting (QSMTM)

Q2 2021-22 Wednesday 3 November 2021 – by video conference

Standing Items

1. Minutes, action points update and matters outstanding (ALL)
2. Finance Report (HOCS)*
3. Information Requests and Reviews (HOCS)
4. Subject Access Requests (HOCS)
5. Enquiries Service (HOCS)
6. Website statistics and performance (HOPI)
7. Investigations Performance (HOE)
8. Quality Assurance – Investigations (HOE)
9. Key Documents (ALL)
10. UK GDPR Report (HOCS)
11. Interventions Report (HOPI)*
12. Strategic Risk Register (HOCS) (ALL)

Additional Items

13. Health & Safety (HOCS)**
14. Service Standards – Compliments / Complaints (HOCS)

AOB

- 15.

* Report deferred to a MSMTM

** Report deferred from QSMTM 2021-22 Q1