

Agenda for Quarterly Senior Management Team Meeting

Q3 2022-23

Thursday 26 January 2023, 1100 – by MS teams

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. Health & Safety (HOCS)
6. Investigations Performance (HOE)
7. Operational Plan Monitoring Report (ALL)
8. UK GDPR Report (HOCS)
9. Interventions Report (HOPI)**
10. Operational Risk Register 2022-23 (ALL)
11. Strategic Risk Register 2022-23 (ALL)

Additional Items

12. Website (HOPI) ***
13. Publication Scheme (Commissioner) Assurance Report (HOCS)
14. Self-Assessment Tools (HOPI)
15. Equalities Monitoring – Service Users (HOCS)(verbal update)
16. Employment Policy Update (HOCS)
17. Review of HR Strategy (HOCS) ***
18. Biodiversity Report (HOCS) ****
19. Strategic Plan 2020-23 (annual review) (Commissioner)
20. Menopause Guidance – key document – Guidance for Managers (HOCS)

AOB

21.

*deferred to MSMTM

**including reports c/f from QSMTM Q1 and Q2

***deferred from QSMTM Q2

**** this report is due every three years – last report covered 2018-20, next report covering 2021-23 due in 2024

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