

# Agenda for Quarterly Senior Management Team Meeting (QSMTM)

**Q2 2022-23 Thursday 27 October 2022, 1000** – 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 (HOPI)\*
7. Investigations Performance (HOE)
8. Key Documents (ALL)
9. UK GDPR Report (HOCS)
10. Interventions Report (HOPI) \*\*
11. Strategic Risk Register 2022-23 (HOCS) (ALL)

## **Additional Items**

12. Service Standards – Compliments/Complaints (HOCS)
13. Review of HR Strategy (HOCS)\*
14. Website – DPIA – publication arrangements (ALL)\*\*\*

## **AOB**

- 15.

\* deferred to a MSMTM

\*\* c/f from Q1 QSMTM, deferred to a MSMTM

\*\*\* deferred from MSMTM, 13/09/22 – to be considered at next available MSMTM/QSMTM