

Agenda for Monthly Senior Management Team Meeting (joint deferred August and September meeting)

11 October 2023, 1000 – by MS teams

Standing Items

1. Minutes, action points update and matters outstanding (ALL)
2. Key Documents – outstanding, due and not completed (ALL)
3. Operational Plan 2023-24 Monitoring BAU and Projects (ALL)
4. Operational Risk Register 2023-24 (ALL) *

Additional Items

5. Finance Report (HOCS) *
6. Service Standards (HOCS)**
7. Interventions Report (HOPI)**
8. Review of key document: C5 Employee Handbook (HOCS) *
9. Review of key document: C5 Complaints Handling Procedures (HOCS) *
10. Review of key document: C1 Unacceptable Actions Policy (HOCS) *
11. Workforce Planning (HOCS)(ALL)*
12. Performance and Development Framework (HOCS) * (circulated to SMT by HOCS)
13. Learning and Development Plan 2023-24 (HOCS) * (to be circulated to SMT by HOCS)
14. Review of key document C6 Procurement Policy and Procedures (HOCS)
15. Update - Reinforced autoclaved aerated concrete (RAAC) (verbal) (HOCS)

AOB

- 16.

* deferred from QSMTM Q1

** deferred to QSMTM Q2