

# Agenda for Quarterly Senior Management Team Meeting (QSMTM)

**Q1 2022-23 Thursday 25 August 2022, 10:00** – by video conference

## **Standing Items**

1. Minutes, action points update and matters outstanding (ALL)
2. Finance Report (HOCS)
3. Health and Safety (HOCS)
4. Information Requests and Reviews (HOCS)
5. Subject Access Requests (HOCS)
6. Investigations Performance (HOE)
7. Operational Plan Monitoring Report (HOCS) (ALL)
8. UK GDPR Report (HOCS)
9. Interventions Report (HOPI)
10. Operational Risk Register 2022-23 (HOCS) (ALL)
11. Strategic Risk Register 2022-23 (HOCS) (ALL)

## **Additional Items**

12. Learning & Development Plan (HOCS)\*
13. Performance & Development Framework (HOCS)\*
14. Draft Annual Report and Accounts (ARA) (HOCS)(ALL) – Performance Report \*\*

To be included in minutes – considered by email by SMT prior to meeting

15. Review of Key Document: vexatious and repeated requests (HOE)
16. Review of Key Documents – guides to investigations (HOE)

## **AOB**

- 17.

\*deferred to MSMTM

\*\*deferred from MSMTM (14/7/22) – deferred to MSMTM