

Agenda for Quarterly Senior Management Team Meeting

Q4 QSMTM 2024-25

Tuesday 20 May 2025 1000 Alexander

Standing Items

1. Minutes (ALL)
2. Financial Summary, including report on fraud (FAM)
3. Sickness Absence (FAM)
4. Human Resourcing (ALL)
 - 4.1. Workforce trends report (FAM)
 - 4.2. Options paper for Business Support team structure (HOPI/SIC) *
 - 4.3. Upskilling existing staff (HOE) *
5. Rights Requests, including Assurance Statement (FAM)
6. Investigations Performance (EM)
7. Operational Plan Monitoring (24/25) (ALL)
8. Interventions Report (HOPI)
9. Strategic Risk Register (ALL)
10. Operational Risk Register (ALL)

Additional Items

11. Time taken to pay suppliers (FAM)
12. Communication and Engagement Framework (HOPI)
13. Equalities Monitoring (Staff) - discussion
14. Information and Records Management (FAM) *
15. Enquiries Service (FAM)
16. Services Standards (FAM)
17. Health and Safety, including the key document review of the Health & Safety Handbook (FAM)
18. Quality Assurance – Enquiries - discussion
19. Statements of Expenditure – section 31 of the PSR(S) Act (FAM) *
20. Sustainable Development and Statement on Sustainable Growth – Section 32 of the PSR(S) Act (FAM)
21. Prescribed Persons (Reports on Disclosure of Information) Regulations 2017 (HOE)
22. Publication Scheme (Public Authority adoption) Performance Report 2024-25 (HOPI)

AOB

- 23.

* Deferred to MSMTM