

## Agenda for Monthly Senior Management Team Meeting

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**May and June 2025 MSMTM 2024-25**

**Friday 27 June 2025 1000 Alexander**

### **Standing Items**

1. Minutes (ALL)
2. Financial Summary (FAM) \*
3. Sickness Absence (FAM)
4. Human Resourcing (ALL)
  - 4.1. Workforce Monitoring
  - 4.2. Validation team (HOE)
  - 4.3. Options paper for Business Support team structure (HOPI/SIC) \*\*
  - 4.4. Upskilling existing staff (HOE) \*\*
5. Operational Risk Register (ALL)

### **Additional Items**

6. Key documents – outstanding, due and not completed (ALL)
7. Equalities Monitoring (Staff) \*\*
8. Information and Records Management \*\*
9. Key document review of the Health & Safety Handbook (FAM) \*\*
10. Quality Assurance – Enquiries \*\*
11. Statements of Expenditure – section 31 of the PSR(S) Act (FAM) \*
12. Draft Annual Report and Accounts

### **AOB**

- 13.

\* Deferred to next QSMTM

\*\* Deferred from QSMTM