

Agenda for Quarterly Senior Management Team Meeting (QSMTM)

Q1 2025-26 Thursday 14th August 2025 14:00- 16:00, Alexander

<u>Standing Items</u>
1. Annual meeting with Robin Davidson, Data Protection Officer
2. Minutes, action points update and matters outstanding (ALL)
3. Finance Report (FAM)
4. Sickness Absence (FAM)
5. Human Resourcing (ALL)
5.1. Workforce monitoring (DH)
5.2. Business Support team structure discussion (ALL)
6. Rights Requests (FAM)
7. Investigations Performance (HOE)
8. Operational Plan 2025-26 & Monitoring Report (ALL)
9. Interventions Report (HOPI)
10. Strategic Risk Register 2025-26 (ALL)
11. Operational Risk Register 2025-26 (ALL)
<u>Additional Items</u>
12. Approvals via email (ALL)
12.1. Information and Records Management (FAM/HOPI) *
12.2. Quality Assurance – Enquiries (HOPI)*
12.3. Statements of Expenditure (FAM)*
12.4. Equalities Monitoring – Staff (HOPI?)*
13. Internal Audit Policy and Plan (ALL)
14. Compliance with Governance Reporting Arrangements (HOPI/HOBS)
15. Policy & Information Team Assurance (HOPI)
16. Scheme of Delegation (ALL)
17. Contracts (ALL)
17.1. Legal services
17.2. Case management system
17.3. Cleaning services
17.4. IT support
18. Learning and Development Plan (ALL)

19. Performance and Development Framework (ALL)
<u>AOB</u>
20. External painting of the building (ALL)
21. Additional signatories on the Bank account

* deferred from MSMTM