

Agenda for Monthly Senior Management Team Meeting

August and September MSMTM 2025-26

Tuesday 23 September 2025 1000 Alexander

Standing Items

1. Minutes (ALL)
2. Finance (FAM)
 - 2.1. Financial summary
 - 2.2. Legal costs (other)
3. Human Resourcing (ALL)
 - 3.1. Workforce Monitoring
4. Operational Risk Register (ALL)

Additional Items

5. 2025-26 Operational Plan
6. Key documents – outstanding, due and not completed (ALL)
7. Key documents – Data Protection Policy and Handbook (HOE)
8. Scheme of Delegation - review of requisition and invoice threshold (ALL)
9. Draft Annual Report and Accounts (ALL)
10. Timesheets (ALL)
11. Register of Personal Data Processing & Privacy Notice (HOE)
12. Learning and Development Plan (HOPI) *
13. Performance and Development Framework (HOPI) *
14. Sexual harassment prevention (HOBS)
15. Records management & systems (HOBS)
16. Staff development (HOBS)
17. Internal audit 2024-25 Report (ALL)
18. Internal audit plan 2025-26 (ALL)

AOB

- 19.

*Deferred from QSMTM