

# Monthly Senior Management Team Meeting Agenda

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**February MSMTM 2025-26**

**Tuesday 17 February 11:30 Alexander**

## **Standing Items**

1. Minutes (ALL)
2. Financial Summary (HOBS)
3. Human Resourcing (ALL)
4. Operational Risk Register (ALL)

## **Additional Items**

5. Key documents – outstanding, due and not completed (ALL)
6. Register of Personal Data Processing & Privacy Notice (HOE)
7. Employment Policy Update (HOBS)\*
8. Publication Scheme (HOPI) \*
9. Paper - Staff Guidance and Policies (HOBS)
10. Paper – Proposal to develop Sharepoint (HOBS)

## **AOB**

11. Managers Group - SMT Priority Topics
12. Domain names

\*Deferred from QSMTM – 20 January 2026