

Agenda for Quarterly Senior Management Team Meeting

Thursday 3 February 2022, 10:00 – by MS teams (January 2022 meeting)

Standing Items

1. Minutes, action points update and matters outstanding (ALL)
2. Finance Report (HOCS)
3. Information Requests and Reviews (HOCS)
4. Subject Access Requests (HOCS)
5. Health & Safety (HOCS)
6. Investigations Performance (HOE)**
7. Quality Assurance – Investigations (HOE)**
8. Operational Plan Monitoring Report (ALL)
9. UK GDPR Report (HOCS)
10. Q3 Interventions Report (HOPI)
11. Operational Risk Register 2021-22 (ALL)
12. Strategic Risk Register 2021-22 (ALL)

Additional Items

13. Publication Scheme (SIC) Assurance Report (HOCS)
14. Self-Assessment Tools (HOPI)
15. Equalities Monitoring – Service Users (HOCS)*
16. Employment Policy Update (HOCS)
17. Biodiversity Report (HOCS)***
18. Investigations Handbook – updates and amendments to Scheme of Delegation (HOE & HOCS)
19. Key document ad hoc review – Interventions Procedures (HOPI)**
20. New key document – Communications and Engagement Framework (HOPI)**
21. HR matter (HOE - to be minuted following email decision 27/01/22)

AOB

22.

* report deferred pending review of procedures

** report deferred to next meeting

*** this report is due every three years – last report covered 2018-20, next report due in 2023