

Agenda for the Quarterly Senior Management Team Meeting

Tuesday 5th February 2019 – 10:00am

Standing Items

1. Minutes, action points update and matters outstanding (All)
 - 1.1. Review of minutes - MSMTM's 12/12/18 & 19/12/18
 - 1.2. Action points update (All)
 - 1.3. Matters outstanding (All)
2. Finance Report (HOCS)
3. Enquiries Service (HOCS)
4. Information Requests and Reviews (HOCS)
5. Health & Safety (HOCS)
6. Investigations Performance (HOE)
7. Operational Plan Monitoring Report (HOCS)
8. Strategic Risk Register & Heat Maps (HOCS)
9. Operational Risk Register & Heat Maps (HOCS)

Additional Items

10. Publication Scheme (SIC) Assurance Report (HOCS)
11. Self-Assessment Tools (HOPI)
12. British Sign Language - Action Plan – report and review (HOPI)
13. Employment Policy Update (HOCS)
14. Equalities Monitoring – Service Users (HOCS) - no paper, deferred to next meeting
15. Quality Assurance Investigations (HOE) (deferred from August) – no paper, deferred to next meeting
16. Quality Assurance Enquiries (HOCS) (deferred from August) – no paper, deferred to next meeting
17. Learning and Development Plan (HOCS) (deferred from August) – no paper, deferred to next meeting
18. Performance & Development Framework (HOCS) (deferred from August) – no paper, deferred to next meeting
19. Review of HR strategy (HOCS) (deferred from August) – no paper, deferred to next meeting

AOB

20. Consultation of Scottish Charity Law (<https://consult.gov.scot/local-government-and-communities/scottish-charity-law/>) – closes 01/04/19 (HOPI)
21. Recruitment (SIC/HOCS)