

AGENDA
SENIOR MANAGEMENT TEAM MEETING
Thursday 12 July 2012 at 2pm

- 1. APOLOGIES**
- 2. MINUTES OF PREVIOUS MEETING** *Attached*
- 3. ACTIONS FROM PREVIOUS MEETINGS** *Attached*
- 4. DISCUSSION TOPICS**
 - a) Transition *Verbal* **IT**
 - b) Risk Register 2012/13 – Quarter 1 Update & Action Log *Attached* **All**
 - c) Updated Records Management Policy *Attached* **AMcG**
 - d) Draft Staff Code of Conduct *Attached* **AMcG**
- 5. PERFORMANCE MANAGEMENT**
 - a) Review of monthly report – June 2012 *Attached* **ALL**
 - b) Business Plan 2012/13 – Quarter 1 Update *Attached* **ALL**
 - c) Applicant Monitoring Forms – Quarter 1 *Attached* **AMcG**
- 6. CASE HANDLING**
 - a) Monthly case statistics *Attached* **RJ**
 - b) Planned July publication *Verbal* **RJ**
 - c) Police Body-specific issues *Verbal* **RJ**
 - d) Unacceptable actions policy – current restrictions *Attached* **ALL**
- 7. CORPORATE SERVICES**
 - a) Quality & Standards *Attached* **AMcG**
 - b) Communications & Engagement *Attached* **AMcG**
 - c) HR / Org Development / Finance / Policy & Performance / Admin / Research *Attached* **AMcG**
 - i. Management Accounts June 2012 *Attached* **AMcG**
 - ii. Efficiency Savings Tracker Q1 *Attached* **AMcG**
- 8. AOCB**
- 9. DONM**

Thursday 9 August 2012 at 10.00am

SENIOR MANAGEMENT TEAM

Minute of Meeting – 12 July 2012

- Present:**
- Ian Todd, Director
 - Robin Johnston, Head of Complaints
 - Angela McGill, Head of Corporate Services
- Apologies:**
- None

1) Apologies	As noted above.
2) Minutes from Previous Meeting	Minutes from previous meeting were approved.
3) Actions from Previous Meeting	Actions from previous meeting reviewed and updated.
4) Discussion Topics	<p>a) Transition Verbal update of recent meetings and progress.</p> <p>b) Risk Register Q 1 Update / Action Log Discussed and changes agreed.</p> <p>c) Records Management Policy Updated policy presented for SMT discussion. Amendments agreed.</p> <p>d) Staff Code of Conduct New policy presented for SMT discussion. Amendments agreed.</p>
5) Performance Management	<p>a) Monthly Performance Report Report for June reviewed and approved for publication on website subject to one additional piece of information to be incorporated.</p> <p>b) Business Plan 2012/13 – Quarter 1 Update Draft update discussed and agreed to feedback comments to HoCS to finalise & publish.</p> <p>c) Applicant Monitoring Forms – Quarter 1 Update Noted.</p>
6) Case Handling	<p>a) Case Statistics Update report discussed and noted.</p> <p>b) June Publication June cases will be published by close of business on 12 July.</p> <p>c) Police-body Specific Issues One issue regarding Lothian & Borders Police which is now resolved.</p> <p>d) Unacceptable Actions Policy Current restrictions reviewed and two removed from list.</p>
7) Corporate Services	<p>a) Quality & Standards Update report reviewed and noted.</p> <p>b) Communications & Engagement Update report reviewed and noted.</p> <p>c) HR / Organisational Development / Finance / Policy & Performance / Admin / Research Update report reviewed and noted.</p> <p style="padding-left: 40px;">i. Management Accounts June 2012 Reviewed and noted.</p> <p style="padding-left: 40px;">ii. Efficiency Savings Tracker Quarter 1 Update Reviewed and noted.</p>
8) AOCB	None.
9) DONM	Thursday 9 August 2012