



**Senior Management Team
(SMT) (5)**

Thursday 10 March 2011

Minutes

Attendance:	James Bacon, Donna Wilkinson, Fiona Graham, Carl Talbot-Davies, Gary Cookson (part), Steve Lamb, Mark Burrows, Cam Kinsella (part), Laura Leah (part), Sam Saxon (Part)
Cc:	
Apologies:	Tom Rowlands, Chris Downing
CC:	EMT, Team Leaders

		Action
1.	<p>Minutes of meeting held on 24/02/2011</p> <p>CONFIDENTIAL</p>	
2.	<p>Social Housing Equality Framework (SHEF)</p> <ul style="list-style-type: none"> ❖ CK gave an overview of SHEF and how it will help us to meet our organizational objectives. It is a tool to deliver our public sector equality duty. Performance assessed in five areas. There are 3 levels to achieve – developing, achieving and excellence. ❖ SMT agreed the action plan and target to achieve excellence by October 2012 subject to any issues arising from one to one meeting's with CK/managers which may highlight areas for development. ❖ CK to set up meetings. 	CK
3.	<p>Health & Safety update</p> <p>CONFIDENTIAL</p>	

4.	Procurement Update CONFIDENTIAL	
5.	HR policies CONFIDENTIAL	
6.	Staff survey CONFIDENTIAL	
7.	Fuel costs CONFIDENTIAL	
8.	Risk registers CONFIDENTIAL	
9.	Insight profiles CONFIDENTIAL	
10.	CCP forward plan CONFIDENTIAL	
11.	Surveys and census CONFIDENTIAL	
12.	Offer document promises CONFIDENTIAL	
13.	Grant finder CONFIDENTIAL	

14.	Sponsorship CONFIDENTIAL	
15.	Any other business CONFIDENTIAL	
16.	Dates of next meetings CONFIDENTIAL	