

# Agenda for Quarterly Senior Management Team Meeting (QSMTM)

## **QSMTM 2021-22 Q4 Part 1**

Wednesday 11 May 2022 1400 – by MS teams

### **Standing Items**

1. Minutes
  - 1.1 Review of minutes – MSMTM 29/03/22 (ALL)
  - 1.2 Action points update (ALL)
  - 1.3 Matter outstanding (ALL)
2. Finance Report (HOCS)
3. Information Requests and Reviews, including Assurance Statement (HOCS/HOE)
4. Subject Access Requests (HOCS)
5. Enquiries Service (HOCS)
6. Website (HOPI)
7. Investigations Performance (HOE)
8. Quality Assurance – Investigations (HOE)\*
9. Key Documents – under review, outstanding, due for review (ALL)
10. UK GDPR Report (HOCS)
11. Strategic Risk Register 2021-22 (ALL)

### **Additional Items**

12. Service Standards – Compliments/Complaints (HOCS)
13. Key document review – Covid guidance (HOE)
14. Publication Schemes (PAs) (HOPI) \*\*
15. Communication Strategy (HOPI)
16. British Sign Language - Action Plan – report and review (HOPI)

17. AOB

\* report no longer required for 2021-22 but remains in Governance Reporting Arrangements (GRA) and QSMTM agendas until review of GRA in 2022-23 Q1

\*\* deferred to Part 2

## QSMTM 2021-22 Q4 Part 2

Thursday 25 May 2022 0930 - by MS Teams

### **Standing Items**

18. Sickness Absence (HOCS)
19. Statement of Expenditure – PSRA (HOCS)\*\*\*
20. Time take to pay suppliers (HOCS)\*\*\*
21. Interventions Report (HOPI)\*\*\*

### **Additional Items**

22. Workforce Trends (HOCS)
23. Quality Assurance - Enquiries (HOCS)
24. Prescribed Persons (Reports on Disclosure of Information) Regulations 2017 (HOE)
25. Information and Records Management (HOCS) (to follow)
26. Equalities Monitoring – Service Users (if required) (HOCS) – no committee report
27. Equalities Monitoring – Staff (HOCS) (to follow)
28. Sustainable Growth Statement (PSR) and Sustainable Development Carbon Footprint (HOCS)(to follow)
29. Publication Schemes (PAs) \*\*\*
30. Operational Plan 2022-23 (HOCS)
31. Performance and Quality Framework 2022-23 (Commissioner)
32. Risk Management Annual Assurance Report (HOCS)
  - (i) Strategic Risk Register 2022-23
  - (ii) Operational Risk Register 2022-23

33. AOB

\*\*\* deferred to a MSMTM

\*\*\*\* deferred from Part 1