

# Agenda for Monthly Senior Management Team Meeting

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Wednesday 27 May 2020, 10am by telephone conference

## **Standing Items**

1. Minutes, action points update and matters outstanding (ALL)
2. Statements of Expenditure – PSRA (HOCS) (carried forward from QSMTM)\*
3. Key documents (HOCS) (ALL) (carried forward from QSMTM)\*
4. Operational Plan 2019-20 monitoring report (HOCS) (ALL) (carried forward from QSMTM)\*
5. Operational Plan 2020-21 BAU and Projects (ALL)\*
6. Operational Risk Register (ALL)

## **Additional Items**

7. Governance Reporting Arrangements Assurance Report (HOCS)\*\*
8. Invoice payments (HOCS) (carried forward from QSMTM)
9. Workforce Trends (HOCS) (carried forward from QSMTM)\*
10. Quality Assurance – Enquiries (HOCS) – (carried forward from QSMTM)\*
11. Publication Schemes (PAs) (HOPI) – (carried forward from QSMTM)\*
12. Quality Assurance – Investigations (HOE) – (carried forward from a previous MSMTM) and annual report (carried forward from QSMTM)\*
13. Risk Management Annual Assurance Report – (HOCS) (carried forward from QSMTM)\*
14. Information and Records Management – (HOCS) (carried forward from QSMTM)\*
15. Equalities Monitoring – Service Users – (HOCS) – (carried forward from previous MSMTM) and annual report (carried forward from QSMTM)\*
16. Equalities Monitoring – Staff – (HOCS) (carried forward from QSMTM)\*
17. Sustainable Development – (HOCS) (carried forward from QSMTM)\*
18. Review of temporary closure of office premises due to the COVID-19 pandemic (HOCS)

## **AOB**

- 19.

\*reports deferred due to the temporary closure of the office premises as access to the office systems is needed in order to draft these reports. The reports will be submitted to a MSMTM as soon as possible.

\*\*this report is always made to the MSMTM after the QSMTM when the majority of governance reporting has been completed