

Agenda for Monthly Senior Management Team Meeting

Thursday 16 December 2021, 1330 – by MS teams

Standing Items

1. Minutes, action points update and matters outstanding (ALL)
2. Key Documents – outstanding, due and not completed (ALL)

Additional Items

3. Finance Report (HOCS)*
4. Q2 Interventions Report (HOPI)*
5. Website update (HOPI)
6. Key document ad hoc update: Accessibility statement – Commissioner’s website and Accessibility statement – Statistics portal (HOPI)
7. Key document planned review: Public Service Reform Act 2010 (PSRA) definition of public relations - internal guidance note (HOCS)
8. Review of Temporary Closure of Office Premises (HOCS)
9. Operational Risk Register 2021-22 (depending on situation re: COVID-19)

AOB

- 10.

* report deferred from QSMTM 2020-21 Q2