

Agenda for the Quarterly Senior Management Team Meeting

Q4 Part 1

Thursday 29 April 2021 – 10:30am - by video conference

Standing Items

1. Minutes, action points update and matters outstanding (ALL)
 - 1.1. Review of minutes - MSMTM 26/03/21
 - 1.2. Action points update (ALL)
 - 1.3. Matters outstanding (ALL)
2. Finance Report (HOCS)
3. Information Requests and Reviews, including Assurance Statement from HOE (HOCS)
4. Subject Access Requests (HOCS)
5. Enquiries Service (HOCS)
6. Website (HOPI)
7. Investigations Performance (HOE)
8. Key Documents (ALL)
9. Operational Plan 2020-21 Monitoring Report (HOCS)
10. UK GDPR Q4 2020-21 Report (HOCS)
11. Strategic Risk Register 2020-21 (ALL)

Additional Items

12. Service Standards – Compliments/Complaints (HOCS)

AOB

- 13.

Q4 Part 2

Wednesday 12th May 2021 – 10:30am - by video conference

Standing Items

14. Sickness Absence (HOCS)
15. Statement of Expenditure – PSRA (HOCS)
16. Time take to pay suppliers (HOCS)

Additional Items

17. Workforce Trends (HOCS)
18. Quality Assurance - Enquiries (HOCS)
19. Publication Schemes (PAs) (HOPI)
20. Quality Assurance - Investigations (HOE)
21. Communication Strategy (HOPI)
22. Prescribed Persons (Reports on Disclosure of Information) Regulations 2017 (HOE)
23. Information and Records Management (HOCS)
24. Equalities Monitoring – Service Users (if required) (HOCS) – no committee report
25. Equalities Monitoring – Staff (HOCS) – no committee report
26. Sustainable Growth Statement (PSR) and Sustainable Development Carbon Footprint (HOCS)
27. British Sign Language - Action Plan – report and review (HOPI)
28. Operational Plan 2021-22 (HOCS)
29. Risk Management Annual Assurance Report (HOCS)
 - (i) Strategic Risk Register 2021-22
 - (ii) Operational Risk Register 2021-22
30. Improving Authority Practice Strategic Approach - key document review (HOPI)
31. Temporary Closure of Office Premises (HOCS)
32. Website Cookies (HOPI)

AOB

33.