

# Agenda for Quarterly Senior Management Team Meeting (QSMTM)

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## Q4 QSMTM 2023-24 Part 1

Tuesday 30 April 2024 1430 Alexander / Teams

### **Standing Items**

1. Minutes (Feb and March MSMTM)
2. Information Requests and Reviews, including Assurance Statement (HOCS/FAM/HOPI)
3. Subject Access Requests (HOCS/FAM)
4. Service Standards – Compliments/Complaints (HOCS/FAM)
5. Enquiries Service (HOCS/FAM)
6. Website (HOPI) \*\*
7. *Quality Assurance – Investigations (HOE)\**
8. Key Documents – under review, outstanding, due for review (ALL)
9. UK GDPR Report (ALL) – discussion, no paper
10. Interventions Report (HOPI) \*\*
11. Workforce Plan Monitoring Report (ALL)
12. Strategic Risk Register 2023-24 (ALL)

### **Additional Items**

13. Information and Records Management (HOCS/FAM) \*\*
14. Equalities Monitoring – Staff (HOCS/FAM)
15. British Sign Language - Action Plan – report and review (HOPI) \*\*
16. Employment Policy Update (HOCS/FAM) \*\*

17. Office Christmas/New Year closure (FAM)

18. AOB

\* report not required for 2023-24 but remains in Governance Reporting Arrangements (GRA) and QSMTM agendas until re-started in 2024-25

\*\* deferred to QSMTM Part2/MSMTM

## Q4 QMSTM 2023-24 Part 2

Wednesday 31 May 2024 1000

### **Standing Items**

- 19. Finance Report (HOCS/FAM)
- 20. Sickness Absence (HOCS/FAM)
- 21. Statements of Expenditure – PSR(S)A (HOCS/FAM)
- 22. Investigations Performance (DHOE)
- 23. Website (HOPI) \*
- 24. Interventions Report (HOPI) \*\*

### **Additional Items**

- 25. Time taken to pay suppliers (HOCS/FAM)
- 26. Workforce Trends (HOCS/FAM)
- 27. Sustainable Growth Statement (PSR) and Sustainable Development Carbon Footprint (HOCS/FAM)
- 28. Quality Assurance – Enquiries (HOCS/FAM) \*\*
- 29. Information and Records Management (HOCS/FAM) \*\*
- 30. Publication Schemes (PAs) (HOPI)
- 31. Communication Strategy (HOPI) \*\*
- 32. British Sign Language - Action Plan – report and review (HOPI) \*\*
- 33. Employment Policy Update (HOCS/FAM) \*\*
- 34. Risk Management Annual Assurance Report (FAM) (Verbal Discussion)
- 35. Prescribed Persons (Reports on Disclosure of Information) Regulations 2017 (HOPI)

36. AOB

\* Deferred from Part 1

\*\* Deferred to next MSMTM