

Agenda for Quarterly Senior Management Team Meeting (QSMTM)

QSMTM 2022-23 Q4 Part 1

Thursday 27 April 2023 1030 – by MS teams

Robin Davidson, Data Protection Officer, will be attending Part 1.

Standing Items

1. Minutes
 - 1.1 Review of minutes – MSMTM 29/03/23 (ALL)
 - 1.2 Action points update (ALL)
 - 1.3 Matters outstanding (ALL)
2. Information Requests and Reviews, including Assurance Statement (HOCS/HOE)
3. Subject Access Requests (HOCS)
4. UK GDPR Report (HOCS)
5. Enquiries Service (HOCS)
6. Website (HOPI) ***
7. *Quality Assurance – Investigations (HOE)**
8. Key Documents – under review, outstanding, due for review (ALL)
9. Strategic Risk Register 2022-23 (ALL)

Additional Items

10. Service Standards – Compliments/Complaints (HOCS)
11. Publication Schemes (PAs) (HOPI)
12. Communication Strategy (HOPI) ***
13. British Sign Language - Action Plan – report and review (HOPI) ***
14. Key documents - visual identity guidance documents review dates (HOPI) ** & ***

15. AOB

* report not required for 2022-23 but remains in Governance Reporting Arrangements (GRA) and QSMTM agendas until re-started in 2024-25

** deferred from a MSMTM

*** deferred to QSMTM Part 2

QSMTM 2022-23 Q4 Part 2

Friday 26 May 2023 1000 - by MS Teams

Standing Items

16. Finance Report (HOCS)
17. Ill Health Absence (HOCS)
18. Statement of Expenditure – PSRA (HOCS)
19. Investigations Performance (HOE)
20. Interventions Report (HOPI)*
21. Website (HOPI) **

Additional Items

22. Time take to pay suppliers (HOCS)
23. Workforce Trends (HOCS)
24. Quality Assurance - Enquiries (HOCS)
25. Prescribed Persons (Reports on Disclosure of Information) Regulations 2017 (HOE)
26. Information and Records Management (HOCS)
27. Equalities Monitoring – Service Users (if required) (HOCS) –verbal update
28. Equalities Monitoring – Staff (HOCS)
29. Sustainable Growth Statement (PSR) and Sustainable Development Carbon Footprint (HOCS)
30. Operational Plan 2023-24 (HOCS)
31. Communication Strategy (HOPI) **
32. British Sign Language - Action Plan – report and review (HOPI) **
33. Key documents - visual identity guidance documents review dates (HOPI) **
34. Key documents – FOISA Guidance; Vexatious or repeated requests; Frivolous or vexatious applications (HOE)
35. Performance and Quality Framework 2023-24 (Commissioner)
36. Workforce Plan (HOCS)
37. Risk Management Annual Assurance Report (HOCS)
 - (i) Strategic Risk Register 2023-24
 - (ii) Operational Risk Register 2023-24

38. AOB

*deferred to next MSMTM

** deferred from QSMTM Part 1