

Senior Management Team

WSMTM Decisions for confirmation at QSMTM

2018 - 19

Meeting Date	Topic discussed	Decision	Publication of CR (a copy of any related CR can be requested following publication of this list after each QSMTM)
Quarter 1	April 18 – June 18		
11/04/18	CR: Health and Safety, etc. Handbook (VC100820)	<ul style="list-style-type: none"> Approved 	<ul style="list-style-type: none"> Yes
22/05/18	Privacy Notice	<ul style="list-style-type: none"> Approved 	<ul style="list-style-type: none"> No CR
20/06/18	Key document review – Section 27 guidance (VC103095)	<ul style="list-style-type: none"> Approved 	<ul style="list-style-type: none"> Yes
20/06/18	Key document review – Section 26 guidance (VC103913)	<ul style="list-style-type: none"> Approved 	<ul style="list-style-type: none"> Yes

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Quarter 2	July 18 – September 18		
05/07/18	CR: Intervention procedures (Key Document Review) (VC103863)	<ul style="list-style-type: none"> Approved 	<ul style="list-style-type: none"> Yes
11/07/18	CR: Internal Audit Report 2017/18 – Performance Management	<ul style="list-style-type: none"> Approved subject to a change to Management Action (2) on page 7 of the Report to delete the words “both the design” and replace with “the final” 	<ul style="list-style-type: none"> Yes
11/07/18	CR: British Sign Language - Action Plan VC100549	<ul style="list-style-type: none"> Approved 	<ul style="list-style-type: none"> Yes – when finalised
11/07/18	CR: British Sign Language (Interpreting) VC104576	<ul style="list-style-type: none"> Approved 	<ul style="list-style-type: none"> Yes
11/07/18	CR: Recruitment – Administrator - CST	<ul style="list-style-type: none"> Approved 	<ul style="list-style-type: none"> Yes – except paragraphs (3), (4) and (5) –Section 38 (1) FOISA
29/08/18	Key documents: Personal data guidance (CR VC106064)	<ul style="list-style-type: none"> Approved 	<ul style="list-style-type: none"> Yes
29/08/18	Internal Audit Policy and Plan 2018-19 to 2021 (CR VC106624)	<ul style="list-style-type: none"> Approved 	<ul style="list-style-type: none"> Yes
29/08/18	Annual report	<ul style="list-style-type: none"> Noted that, on 28/08/18, SMT had signed off the annual report subject to five minor amendments 	<ul style="list-style-type: none"> N/A
18/09/18	CR (VC107397) Governance Arrangements (VC105530) and Governance Reporting Arrangements (VC105529)	<ul style="list-style-type: none"> Agreed subject to the SMT comments on Governance Arrangements (GA) and Governance Reporting Arrangements (GRA) made at the meeting 	<ul style="list-style-type: none"> Yes
18/09/18	Key Documents outstanding, due for Review and revisions (VC107448)	<ul style="list-style-type: none"> Approved 	<ul style="list-style-type: none"> Yes