

SERVICE DELIVERY & MAINTENANCE OF DATA SUB-COMMITTEE
12 June 2019 : 14:00 – 15:30 TP, Lingfield Point (Patons)

	Item	Lead	Details	Paper	guide time
1	Welcome and Apologies Review of minutes from 12/12/18	DW	To be agreed	2	14:00
2	Review of Actions arising from previous meeting on 13/03/19	DW		3	14:05
3	Sub-committee vice-chair	DW			
4	Discuss any issues raised from TPARG	All		v	14:10
5	Monthly Contributions Reconciliation (MCR)	AA		v	14:15
6	Data improvement plan	NC		11	14:20
7	Forward work plan item – TPAS annual report	AA		10	14:40
7a	Agree next Forward Work plan topic			9	
8	Review of Board papers	DW	Dashboard Dashboard overview Quarterly report Issues log Complaints dashboard	4 5 6 7 8	15:00
9	Agree key issues from the meeting/report to highlight to the next TPSPB	All			15:20
10	AOB	All			15:25
Date / location of next meeting		25 September 2019, Lingfield Point			

Board members:

DW = Dave Wilkinson (chair)

JW = Jackie Wood

JH = Julie Huckstep

SL = Simon Lowe (guest)

IP = Ian Payne (guest)

AA = Anna Alderson (DfE Contract & Risk Manager)

NC = Neil Crombie (TP, Deputy Client Director)

KS = Kathryn Symms (DfE Secretariat)

HF = Helen Fisher (DfE, Secretariat)

HD = Helen Dady (DfE, Secretariat/observer)