

Scottish Information Commissioner
Minutes of Monthly Senior Management Team Meeting
12 July 2024

NOTE TO READER:

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Scottish Information Commissioner, Kinburn Castle, Doubledykes Rd, St Andrews, Fife, KY16 9DS
 Tel: 01334 464610
 enquiries@foi.scot

Present: Scottish Information Commissioner – David Hamilton (DH) (Chair)
 Head of Policy & Information – Claire Stephen (CMS)
 Finance Head of Enforcement – Euan McCulloch (EM)
 Finance and Administration Manager – Liz Brown (LB)
 Finance and Administration Manager – Kim Berry (KB) (Minutes)

Apologies: Head of Corporate Services - Helen Gardner-Swift (HGS)

Details	Action By	Target Completion Date	Publish Yes / No	Comments
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1. Update with Robin Davidson, Data Protection Officer

• Deferred to MSMTM				
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2. Minutes, action points update and matters outstanding

<p>1.1 Review of minutes – QSMTM, 30/04/24 (Part 1) and 29/05/24 (Part 2)</p> <ul style="list-style-type: none"> • The minutes were approved and will be published with the relevant papers. <p>1.2 Action points update</p> <ul style="list-style-type: none"> • Actions complete unless noted below <p>1.3 Matters outstanding</p> <ul style="list-style-type: none"> • Workforce Plan 2024-25 <ul style="list-style-type: none"> ○ DH will have draft report for 2024-25 available for next time on agenda 	DH	Next QSMTM	Yes	Minutes published in full
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<ul style="list-style-type: none"> • Finance Report <ul style="list-style-type: none"> ○ DH/KB to carry out review of report and agree format moving forward • Investigations Performance <ul style="list-style-type: none"> ○ SMT to review report to make sure it reflects the current work patterns • Workforce Trends <ul style="list-style-type: none"> ○ DH to incorporate into Workforce Plan 2024-25 and Governance Reporting Arrangements will be updated to reflect this 	DH/KB	Q2		
	SMT	Next QSMTM		
	DH	Next QSMTM		

3. Key Documents

<ul style="list-style-type: none"> • The SMT considered the list of key documents due and forthcoming to 31 December 2024 • Following discussion, it was agreed that the following changes should be made to the Key Document Register: <ul style="list-style-type: none"> ○ the DPIAs relating to developing a new website would be removed as key documents • KB to update the report as discussed • The SMT agreed that the report is published with the exception of the column containing comments 	KB	31/07/24	Partial	Report published with the exception of comments column – Exemptions s30(b)(ii) and s38(1)(b)
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4. Draft Annual Report and Accounts 2023-24 (ARA)

<ul style="list-style-type: none"> • The SMT reviewed the draft ARA report. • DH thanked all involved in the preparation of the report for their hard work • The SMT approved the report subject to minor amendments 			No	Annual Report and Accounts 2023-24 (draft) withheld - Exemption s27(1)
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5. Draft Operational Plan 2024-25

<ul style="list-style-type: none"> • The SMT reviewed the draft Operational Plan and noted: <ul style="list-style-type: none"> ○ this is a dynamic document to allow for work in the future and can be updated with future dates ○ A number of changes were discussed and the draft Operational Plan will be updated. ○ SMT will then review dates and that each activity aligns with Strategic Objectives 	LB	19/07/24	No	Operational Plan 2024-25 (draft) withheld - Exemption s27(1)
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<ul style="list-style-type: none"> ○ the Operational Plan Monitoring Report 2024-25 will be prepared when the plan is approved ● The draft Operational Plan 2024-25 will be tabled for approval at the next SMT meeting. 	LB	30/07/24		
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6. Draft Operational Risk Register 2024-25 (ORR)

<ul style="list-style-type: none"> ● DH presented a revised ORR 2024-25 and explained the process. ● SMT reviewed each risk. No changes required. ● The SMT approved the Operational Risk Register 2024-25. 			No	Operational Risk Register withheld – Exemptions s30(b)(ii), s30(c) and s39(1)
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7. Key Document – Governance Reporting Arrangements 2024-25

<ul style="list-style-type: none"> ● Deferred to Q1 QSMTM 				
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8. Key Document – Risk Management Policy 2024-25

<ul style="list-style-type: none"> ● Deferred to Q1 QSMTM 				
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9. Governance Reporting - 2023-24 Assurance

<ul style="list-style-type: none"> ● Deferred to Q1 QSMTM 				
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10. Health & Safety Audit Committee Report

<ul style="list-style-type: none"> ● The SMT noted: <ul style="list-style-type: none"> ○ the Committee Report ○ agreed the actions proposed ○ agreed the publication recommendations ● DH expressed his thanks to LB and SL for their work in achieving such an excellent report. 			Yes	CR published in full
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11. Interventions Report

<ul style="list-style-type: none"> ● CS summarised the CR and Annual Interventions Activity Report Q1 ● The SMT – <ul style="list-style-type: none"> ○ noted the CR ○ agree to make a bid for designated 			Yes	CR and Annual Interventions Activity Report Q1 published in full
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<ul style="list-style-type: none"> resource to carry out intervention function o agreed the publication arrangements as detailed in the CR 				
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12. Quality Assurance - Enquiries

<ul style="list-style-type: none"> • Deferred to Q2 QSMTM 				
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13. Information and Records Management

<ul style="list-style-type: none"> • Deferred to Q1 QSMTM 				
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14. Communication and Engagement Framework

<ul style="list-style-type: none"> • The SMT noted – <ul style="list-style-type: none"> o the contents of the committee report o agreed to extend the lifespan of the Communications and Engagement Framework 2023-24 to 31 March 2025 o agreed to remove the ‘FOI Understanding’ measure of public awareness from the measures for 2024-25 • The SMT agreed the publication recommendations. • CS expressed her thanks to PM for his work in preparing the report. 			Yes	CR published in full
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15. British Sign Language – Action Plan – Report and review

<ul style="list-style-type: none"> • Deferred to Q2 QSMTM 				
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16. Employment Policy Update

<ul style="list-style-type: none"> • Deferred to Q1 QSMTM 				
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AOB.

<ul style="list-style-type: none"> • Staffing and Recruitment <ul style="list-style-type: none"> o SMT approved recruitment of a permanent, full time, grade 2 Administrator to fill the vacancy in the Corporate Services Team. 			N/A	
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Signed off by:

A handwritten signature in black ink, appearing to be 'D. Ho...', with a stylized flourish at the end.

Date: 06 September 2024