

Scottish Information Commissioner

Minutes of the Q2 Quarterly Senior Management Team (SMT) Meeting

13 November 2024

NOTE TO READER:

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Scottish Information Commissioner, Kinburn Castle, Doubledykes Rd, St Andrews, Fife, KY16 9DS

Tel: 01334 464610

enquiries@scot.info

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

Apologies: N/A

Details	Action By	Target Completion Date	Publish Yes / No	Comments
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1. Minutes, action points update and matters outstanding

1.1 Review of minutes – 02/10/24 <ul style="list-style-type: none"> The minutes were approved and will be published with the relevant papers 				
1.2 Matters outstanding <ul style="list-style-type: none"> Operational Risk Register – annual leave <ul style="list-style-type: none"> DH spoke to the other Officeholders and the SPCB regarding the annual leave year period. There is no requirement for the leave year to fall on September to August. This means we can change our leave year to coincide with the financial year to make accruals more straight forward. There will be no detriment to staff. KB will explore the options to calculate this change in Breathe HR but DH stressed that if the change is more complex than the current accrual calculations then the change shouldn't be made. 				
	KB	10/12/2024	Yes	Minutes published in full

<ul style="list-style-type: none"> Internal Audit Plan <ul style="list-style-type: none"> To be added to the next MSMTM to identify the 2nd audit theme H&S Policy and Handbook <ul style="list-style-type: none"> LB to consider DH's proposed changes To be added to the next MSMTM Staff names on website <ul style="list-style-type: none"> CMS is speaking to the relevant members of staff regarding their names on the website and will provide an update at a future meeting 	KB	01/12/2024		
	LB	10/12/2024		
	KB	01/12/2024		
	CMS	10/12/2024		

2. Finance Report

<ul style="list-style-type: none"> The SMT noted: <ul style="list-style-type: none"> the Committee Report (CR) and the Financial Summary – Variance Analysis as at 30 September 2024 there were no known instances of fraud the work on forecasting to reflect the actual position of costs over the year rather than dividing the budget into equal quarters is ongoing KB is working on accurate underspend/overspend figures but there is currently a projected underspend on staff costs. If we want to use this underspend in areas other than staff costs we need to gain approval from the SPCB. The SMT identified the 2 areas where external support is required <ul style="list-style-type: none"> Records management – retention schedule review and use of MS365 New VI templates, guidance and colour palette CMS/KB will progress the Records Management options, speak to NRS, specify requirements and obtain costs CMS will look at options for assistance with changes needed to templates after the VI changes The SPCB will then be consulted on the transfer of staff costs underspend 			Yes	CR published in full Finance Report available here
	CMS/KB	10/12/2024		
	CMS	10/12/2024		

<ul style="list-style-type: none"> The SMT agreed the publication recommendations in the CR. 				
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3. Sickness Absence

<ul style="list-style-type: none"> The SMT noted that this report will now be considered monthly KB noted the sickness absence levels have been low The SMT agreed that CST Administrators can view existing sickness records to be able to update individual Breathe HR records A report should be available for the next MSMTM if Breathe HR has been updated. 			N/A	N/A
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4. Human Resourcing

<ul style="list-style-type: none"> Workforce planning: <ul style="list-style-type: none"> DH notes that human resources can be complex so where possible we should look to shared services for assistance. Straight forward situations can be dealt with inhouse DH has been in discussion with other Officeholders regarding the alignment of HR policies. He will go back to them to progress this SMT are meeting separately to discuss the workforce monitoring plan, which will include staff training Staff Survey <ul style="list-style-type: none"> DH is to meet with the working group to follow up any actions from the staff survey Social Committee <ul style="list-style-type: none"> Adjustments in Wee Alexander are to be made to make it more appealing for staff to sit there during breaks 	DH	10/12/2024	N/A	N/A
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5. Rights Requests

<ul style="list-style-type: none"> The SMT noted the FOISA/EIRs and GDPR summary tables 1 response was 1 day late because of a technical issue when sending the response via Egress The SMT agreed to recommendation to publish both summary tables 			Yes	Summary tables published here (Class 7)
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6. Investigations Performance

<ul style="list-style-type: none"> DH/EM provided an update on the progress the Enforcement team are making. Most of the information is to be found in IPM reports and minutes, key update points: <ul style="list-style-type: none"> We are consistently closing more cases than we receive, month on month Green cases (cases received after 1/1/24) are being investigated in good time Blue cases (cases received before 1/1/24 and unallocated as at 1/1/24) continue to be allocated for investigation (51% now allocated). <ul style="list-style-type: none"> 8 cases received in 2022 remain to be allocated Cases received in 2023 are now starting to be allocated Purple cases (cases received before 1/1/24 and under investigation as at 1/1/24) are almost cleared. As at 15/11/2024 the number of cases, within these parameters, under investigation are: <ul style="list-style-type: none"> 1 case from 2021, 6 cases from 2022; and 2 cases from 2023 DH plans to publish live performance figures on the website It was noted the number of applications received in the 2024-25 financial year (to 31 October 2024) is up compared to the last two financial years. 			N/A	N/A
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7. Operational Plan Monitoring

<ul style="list-style-type: none"> The SMT reviewed the plan and agreed changes LB will update the plan and update the website The SMT discussed a number of projects in more details Procurement <ul style="list-style-type: none"> The SMT recognised the need for procurement training KB will contact the Scottish Government procurement team to ask if they can run a 	LB	22/11/2024	Yes	Plan published in full – available here
	KB	10/12/2024		

session on procurement for the SMT and the FAMs <ul style="list-style-type: none"> KB will also set up a meeting for the SMT to review our list of contracts 	KB	10/12/2024		
	LB	10/12/2024		

8. Interventions Report

<ul style="list-style-type: none"> The summary report was noted and the publication recommendation was agreed 			Yes	Summary report published in full
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9. Operational Risk Register 2024-25

<ul style="list-style-type: none"> The SMT reviewed and agreed updates to the Operational Risk Register 2024-25 DH will update the register to reflect the discussion 	DH	10/12/2024	No	Operational Risk Register withheld – Exemptions s30(b)(ii), s30(c)
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10. Strategic Risk Register 2024-25

<ul style="list-style-type: none"> The SMT reviewed and agreed updates to the Strategic Risk Register 2024-25 DH will update the register to reflect the discussion 	DH	10/12/2024	No	Strategic Risk Register withheld – Exemptions s30(b)(ii), s30(c)
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11. Enquiries Service

<ul style="list-style-type: none"> The CR was noted and the publication recommendation agreed The table of outcomes is not required. If there are any anomalies, they should be highlighted in the report It was agreed that a CR should only be used when decisions are needed by the SMT A new template will therefore be produced to allow process updates to be reported to the SMT 	CMS/LB	10/12/2024	Yes	CR published in full
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12. Service Standards

<ul style="list-style-type: none"> The CR was noted and the publication recommendation agreed 			Yes	CR published in full
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13. British Sign Language Action Plan

<ul style="list-style-type: none"> Deferred to an MSMTM 			N/A	N/A
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14. Performance and Development Framework

<ul style="list-style-type: none"> CMS will produce a report providing this assurance but needs access to staff's HR personal folders in VC to make the checks 	CMS	10/12/2024	N/A	N/A
<ul style="list-style-type: none"> DH will email LB/KB giving them approval to make this change to the access rights in VC 	DH	15/11/2024		
<ul style="list-style-type: none"> This item is therefore deferred to the next MSMTM 				

15. Learning and Development Plan 2024-25

<ul style="list-style-type: none"> KB/LB will create a template to enable all staff training requirements to be recorded for 2024-25 	KB/LB	22/11/2024	N/A	N/A
<ul style="list-style-type: none"> KB/LB will then add the training requirements identified in staff's Form A's for 24-25 but need access to staff's HR folders in VC to do this 	KB/LB	22/11/2024		
<ul style="list-style-type: none"> DH will email LB/KB giving them approval to make this change to the access rights in VC. This is only a temporary change and once the training requirements have been identified, access to the folders will be removed 	DH	15/11/2024		
<ul style="list-style-type: none"> The SMT will then review what mandatory and other requested training needs to be arranged and agree how this is done. 				

16. Publishing team meeting minutes

<ul style="list-style-type: none"> It was agreed that team meeting minutes will be published on our website 			N/A	N/A
<ul style="list-style-type: none"> CMS will consider where each team's minutes will be placed on our website 	CMS	10/12/2024		
<ul style="list-style-type: none"> Each team will be responsible for publishing their own minutes 	CMS/EM	10/12/2024		
<ul style="list-style-type: none"> This will be communicated at each team meeting and training offered, if required 				

17. Privacy Notice

<ul style="list-style-type: none"> The change to the privacy notice was approved by SMT The key document actions will be carried out. 	LB	22/11/2024	Yes	Privacy Notice published here
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18. Register of Personal Data Processing (RPDP)

<ul style="list-style-type: none"> The change to the RPDP was approved by SMT 			N/A	N/A
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19. Breathe HR Data Protection Impact Assessment (DPIA)

<ul style="list-style-type: none"> The DPIA was reviewed DH will update and finalise the document CMS suggested, and the SMT agreed, that a review date is needed for this DPIA The SMT agreed to publish the DPIA and CMS will review for publication and decide where it should be placed on our website once it is finalised EM is going to look at streamlining the template DPIA 	DH	22/11/2024	N/A	N/A
	CMS	10/12/2024		
	EM	10/01/2025		

20. AOB

<ul style="list-style-type: none"> Capital budget <ul style="list-style-type: none"> The SMT approved the reallocation of budget to purchase larger monitors at desks in the office Document management system move to the Cloud <ul style="list-style-type: none"> The SMT agreed to the proposal to stay with our current document management system provider and move from their on-premise solution to their cloud-based solution LB to progress Legal contract extension <ul style="list-style-type: none"> The SMT agreed to EM's proposal to extend the current legal services contract for a further year from 05/01/2025 EM will contact Anderson Strathern to arrange this Date for next MSMTM <ul style="list-style-type: none"> The November and December MSMTM will be merged and a date of 10/12/2024 was agreed 	LB	01/12/2024		
	EM	01/12/2024		

Signed off by:



Date: 09 January 2025