

Policy & Information Monthly Team Meeting - Minute

Tuesday 18 February 2025

Attendees: EMO (Chair), DH, CMS, PM, AB, BOW, SS (Minute)

Apologies: EM

Acronyms SIC – Scottish Information Commissioner OSIC – Office of the Scottish Information Commissioner BSL – British Sign Language SMT – Senior Management Team FOI – Freedom of Information RSL – Registered Social Landlords SG – Scottish Government SHEIP – Scottish Higher Education Information Practitioners		QIM – Quarterly Interventions Meeting TBC – To be confirmed NHS – National Health Service SOLAR – Society of local authority lawyers and administrators Scotland SOLACE – Society of local authority chief executives AOB – Any other business BAU – Business as usual	
		Action by	Due
1. Minutes Minutes from the January meeting approved.			
2. Celebrating Successes <ul style="list-style-type: none">Standards Committee meeting at ParliamentCurrent Appeals PowerBI dashboard launchLaunch of BlueSky accountDiscussions with Festival of Politics for 20th AnniversaryJanuary Newsletter launchNew ‘Other Bodies’ help on the websiteHarm Test webinar with eCaseBSL plan submitted to SMTQ3 2024-25 statistics collectionCompilation of RSL stats for upcoming meetingFurther review of FOI Reform BillSection 6 bodies notified of upcoming stats collectionAccessibility review of the website planningSG intervention assessment phase underwayInvolvement with upcoming eCase AwardsProgress with OSIC and SHEIP cooperationGood progress with current high-level intervention workFOI comparative review presentation upcoming			
3. P&I Work Plan 2024-25 workplan discussed. <ul style="list-style-type: none">Section 60 Code – Awaiting response from FOI unitScottish Government Performance Intervention – Assessment period now underway, initial data expected shortly. Case file review Jan – Feb, with report expected late March 2025			

<ul style="list-style-type: none"> • Scottish Government Comms Intervention – Draft report in initial stages • Branding Changes – Updating of digital documents ongoing, meeting to be arranged in March for progress report • Get It Right First Time Webinars – To be recorded between hosts for publishing to website early 2025 • Katy Clark Private Members Bill – Majority of comments incorporated and revisions made. SMT working on data to inform Financial Memorandum • Extension to care sector – SG FOI unit meeting with representatives from the sector later this month. OSIC to attend and present on RSL experience of FOI • OSIC Outreach – “Customer Focussed” webinars to be planned for public interaction in 2025 • Proactive Publication – Location for P&I documents to be confirmed before imminent rollout • BSL Plan – BSL report to SMT and version of BSL plan complete. Quotes obtained for BSL video refresh, awaiting decision on next steps • RTI Rating Scotland – Review complete and submitted for approval. Awaiting response • 20th Anniversary – Work underway on developing certain elements of 20th Anniversary activity for the year • Children and Young People's Project – In discussions with University of East Anglia regarding development of relevant resources. Young People in Scotland Survey in planning for Summer 2025 • Journalist Training – Parliamentary Press Association • Mini Roadshow – DH attending SG Directors / Chief Exec meeting. Further opportunities to engage with senior leaders to be explored. • Social Media – BlueSky account now live. SocialBee management system under trial • Statistics Portal – Microsoft Forms research underway as alternative to Jisc. Section 6 bodies have been contacted to begin preparations for their data collection, they will be asked to submit to OSIC from Q1 2025-26 • QIM – Interventions staff training session planned for 6 March. Next QIM TBC • Your Right To Know (YRTK) – Text has been reviewed for the purpose of BSL videos. Further progress paused pending FOISA Reform Bill and Section 60 Code changes • Website Manual – Statistics display and PowerBI visuals guides have been added to website manual • Newsletter – Release planned for end of February • QSMTM – Draft reports to enter production early 2025 		
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<p>4. Network group feedback</p> <p>Details and learning points from recent and forthcoming Network Group meetings. These are held by, and for, Public Authorities as peer-to-peer discussions, with support from the SIC.</p> <p>Items discussed:</p> <ul style="list-style-type: none"> • Part 7 Network – TBC. Currently seeking a host organisation for next meeting. • Local Gov group – Next meeting 5th March • NHS Forum – Next meeting 20th March • SHEIP – TBC. Possibility of being held at OSIC. • SOLAR – Next meeting 27th March 	<p>All</p> <p>PM/SS</p> <p>EMO</p> <p>PM</p> <p>EMO/CMS</p> <p>CMS</p>	
<p>5. Comms Dashboard</p> <p>PM provided an overview of the Comms dashboard:</p> <ul style="list-style-type: none"> • Website activity steady for the month of January • Twitter/X best post for January was 20th Anniversary • Newsletter high link engagement for January edition 		
<p>6. New bodies/publication Scheme Performance</p> <ul style="list-style-type: none"> • Pub Code Adjudicator – Commencement date 25 March • Zero Waste Scotland – Commencement date 1 April • Smart Data Foundry Ltd, Electoral Management Board for Scotland, The Patient Safety Commissioner for Scotland, and Tier 1 Regulatory Body / Law Society Scotland, moved to live monitoring 	<p>EMO</p>	
<p>AOB</p> <ul style="list-style-type: none"> • Discussed P&I assisting with upload of Decisions to the website to support Enforcement 	<p>All</p>	