

Scottish Information Commissioner

Minutes of the Monthly Senior Management Team Meeting (MSMTM)

(joint November and December meeting)

9 January 2025

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)
 Finance and Administration Manager - Kim Berry (KB) (Minutes)

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 – 13/11/24, QSMTM Q2				
<ul style="list-style-type: none"> The minutes were approved and will be published with the relevant papers 			Yes	Minutes published in full
1.2 Matters outstanding				
<ul style="list-style-type: none"> Leave Year – discussed option to take back to 31/03/25 or to extend to 31/03/26. DH will raise at the All Staff Meeting in January to give staff the opportunity to provide feedback and KB will then progress with a full paper to explain the position. 	DH	29/01/2025		
	KB	28/02/2025		
<ul style="list-style-type: none"> Staff names on website – CMS has spoken to the relevant staff. DH suggested everyone should have photos ID. CMS/EM will discuss GDPR implications and prepare a pre DPIA. 	CMS/EM	28/02/2025		
<ul style="list-style-type: none"> Records Management external support – not progressed but KB will prioritise. 	KB	28/02/2025		

<ul style="list-style-type: none"> Assistance with templates design after the VI changes. CMS is taking forward 	CMS	28/02/2025		
<ul style="list-style-type: none"> Staff Survey Working Group – meeting to be set up. DH will take forward 	DH	28/02/2025		
<ul style="list-style-type: none"> Procurement – KB will contact the Scottish Government Procurement team to ask about procurement training for the SMT and FAMs 	KB	28/02/2025		
<ul style="list-style-type: none"> Breathe HR DPIA <ul style="list-style-type: none"> DH is to finalise. CMS will review and decide where it should be published on the website. 	DH	28/02/2025		
<ul style="list-style-type: none"> EM will look at current DPIA template. 	EM	28/02/2025		

2. Sickness Absence

<ul style="list-style-type: none"> The SMT discussed and noted the reports. Further reports will be prepared monthly. 			No	Exemption s38(1)(b)
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3. 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	31/01/2025	No	Operational Risk Register withheld – Exemptions s30(b)(ii), s30(c)
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4. Section 65 documentation

<ul style="list-style-type: none"> The update to the Investigations Handbook and associated documents were approved. All staff will be updated at an ASM EM will carry out the key document actions. 	EM	30/04/2025	N/A	N/A
	EM	24/01/2025		

5. Key Documents – outstanding due and not completed

<ul style="list-style-type: none"> It was agreed that each team would review their own key documents at their own team meetings and only SMT documents should be considered at these meetings HODs to update the standard agenda for their own team meetings 	All	28/02/2025	N/A	N/A
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6. Internal Audit Plan

<ul style="list-style-type: none"> DH will call Scott at Wylie Bisset to discuss the Internal audit plan. 	DH	24/01/2025	N/A	N/A
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7. Health & Safety Policy and Handbook

<ul style="list-style-type: none"> LB has reviewed DH's comments and discussed keeping this as one documents with CMS. It will be streamlined and passed to SMT when ready for review and approval. 			N/A	N/A
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8. Performance and Development Framework

<ul style="list-style-type: none"> CMS will provide assurance L&D Plan – training requirements prepared and with CMS 			N/A	N/A
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9. Learning and Development Plan 2024-25

<ul style="list-style-type: none"> CMS is reviewing the list of training requirements and will share enforcement specific requests with EM. SMT and the FAMs are attending “sexual harassment in the workplace - understanding the law” training and will cascade to all staff. DH will run a MS365 session with CST with a view to extending to all staff as required. Complaints Handling training will be carried out internally. CMS to look into options for training. Remaining budget to be spent on more tailored training for specific staff. Anderson Strathern as part of contract to give training to staff on natural justice. EM will take forward and arrange. 	CMS/EM	30/01/2025	N/A	N/A
	DH	15/03/2025		
	CMS	30/01/2025		
	EM	28/02/2025		

10. British Sign Language Action Plan

<ul style="list-style-type: none"> Deferred to QSMTM 			N/A	N/A
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11. AOB

<ul style="list-style-type: none"> Date for next MSMTM – 13 February, 2pm, joint QSMTM and MSMTM Thorntons would like to view the office, mainly to look at the layout given that it is more open-plan as they are considering options for layout next door – this was agreed 			N/A	N/A
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Signed off by:



Date: 19/02/2025