

Scottish Information Commissioner

Minutes of the Q3 Quarterly & February Monthly Senior Management Team (SMT) Meeting

19 February 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) (Minutes)

Apologies: Finance and Administration Manager - Kim Berry (KB)

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 – 09/01/2025 <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"> Change in leave year – advice from Breathe shared with the SMT and will be progressed Staff names on website – consent log to be updated Photo ID cards. CMS/EM will discuss GDPR implications and prepare a pre DPIA. Records Management external support – CMS/LB will progress Procurement training for CST and SMT <ul style="list-style-type: none"> EM will contact Anderson Strathern to ask if they can provide training CMS/LB will raise this at the next office holders meeting to discuss as a potential shared service option 				
	CMS	28/02/2025	Yes	Minutes published in full
	CMS/EM	31/03/2025		
	CMS/LB	31/03/2025		
	EM	07/03/2025		
	CMS/LB	02/04/2025		

<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. DPIA template review – our DPO is currently reviewing the SPCB template Pre-DPIA and DPIA. EM will wait until this work is complete before reviewing our templates. S65 – A briefing on the S65 updates will be provided at the next ASM 	DH	28/02/2025		
	EM	15/04/2025		

2. Finance Report

<ul style="list-style-type: none"> The SMT noted the Financial Summary – Variance Analysis as at 31 January 2025 and discussed the underspend and overspend <ul style="list-style-type: none"> The variance in staff costs is mainly attributed to an SMT vacancy The training budget is currently showing an underspend but plans are in place for a number of courses in Q4. Professional fees is showing an overspend but the SMT are aware of this IT overspend – again, a known increase because of the changes that have been made in 24/25 but approved by SMT Spend will be closely monitored as we reach the year end The SMT agreed to the publication of the Financial Summary. 			Yes	Financial Summary available here
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3. Sickness Absence

<ul style="list-style-type: none"> The SMT discussed and noted the reports. No concerns were raised. Staff will continue to be encouraged to take holidays but must ensure there is a least 1 person available in each team to cover enquiries Reports will be prepared monthly. 			No	Exemption s38(1)(b)
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4. Human Resourcing

Workforce planning <ul style="list-style-type: none"> HOCS vacancy <ul style="list-style-type: none"> The job profile and Committee Report for the HOCS vacancy were noted 			Yes	Committee Report published in full
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<ul style="list-style-type: none"> ○ The SMT agreed: <ul style="list-style-type: none"> ▪ the new job profile ▪ to rename Corporate Services, “Business Support” ▪ to move to external recruitment ▪ the selection panel (SIC, HOPI, HOE) ○ The selection panel will now progress the recruitment with support from Corporate Services • Staff Survey <ul style="list-style-type: none"> ○ DH is to meet with the working group to consider 2nd staff survey • Training <ul style="list-style-type: none"> ○ CMS has progressed various training courses for a number of staff in line with the learning and development plan ○ Enforcement training needs are all being addressed in-house ○ DH will arrange a drop in Egress training session ○ DH will run a Microsoft 365 training session for the Corporate Services Team – CMS will also attend. LB to arrange. 	SMT	28/02/2025		
	DH	31/03/2025		
	DH	31/03/2025		
	LB	21/02/2025		

5. Rights Requests

<ul style="list-style-type: none"> • The SMT noted the FOISA/EIRs and GDPR summary tables • There were no areas of concern • The SMT agreed to publish both summary tables • EM to arrange training on handling rights requests by summer 2025 	EM	31/08/2025	Yes	Summary tables published here (Class 7)
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6. Investigations Performance

<ul style="list-style-type: none"> • EM provided an update on the progress the Enforcement team are making. Most of the information is to be found in Enforcement team reports and minutes which are published. • Key update points: <ul style="list-style-type: none"> ○ We are consistently closing more cases than we receive, month on month 			N/A	N/A
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<ul style="list-style-type: none"> ○ The high number of invalid cases has been noted by the SMT ○ Steady progress is being made with “Blue” cases (i.e. those received but unallocated as at 31/12/23), both through decisions and earlier resolution/withdrawal. Just short of 60% of these cases have been allocated for investigation, with 48% of them now closed. ○ Training on validating RSL cases is taking place 				
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7. Operational Plan Monitoring

<ul style="list-style-type: none"> • The SMT reviewed the plan and slips were discussed in more detail • Scottish Government intervention - a key group will be established to help drive this through • Cleaning Contract – options for procurement routes to be investigated • The SMT agreed to publish the plan 	ALL	26/03/2025	Yes	Plan published in full – available here
	LB/CMS	26/03/2025		

8. Interventions Report

<ul style="list-style-type: none"> • Deferred to an MSMTM 			N/A	N/A
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9. 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	26/03/2025	No	Strategic Risk Register withheld – Exemptions s30(b)(ii), s30(c)
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10. 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 • Records Management was flagged as a current key risk 	DH	26/03/2025	No	Operational Risk Register withheld – Exemptions s30(b)(ii), s30(c)
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11. British Sign Language Action Plan

<ul style="list-style-type: none"> • The Committee Report (CR) was noted and CMS explained that the Plan is a living document that will continue to be updated as technology develops • The SMT approved the Scottish Information Commissioner’s BSL Plan 2025-2031 and agreed to continue to monitor and take up any 			Yes	CR published in full
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opportunities to consult further with D/deaf and deafblind communities				
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12. Employment Policy Update

• Deferred to an MSMTM			N/A	N/A
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13. Publication Scheme (Commissioner) Assurance

• The SMT noted the CR and the assurance provided by CMS			Yes	CR published in full
• The publication recommendation was agreed				

14. Progress report on process review of Quality Assurance – Investigations

• The SMT discussed the approach to quality assurance and what areas of the procedures could be reviewed			N/A	N/A
• EM will develop a process and bring this back to the SMT	EM	26/03/2025		

15. Health and Safety

• Deferred to an MSMTM			N/A	N/A
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16. SMT Key Documents – outstanding, due and not completed

• Performance and Quality Framework <ul style="list-style-type: none"> ○ The SMT agreed that the 23/24 framework will also cover 24/25 and a fresh review can be carried out for 25/26 			N/A	N/A
• Information Strategy <ul style="list-style-type: none"> ○ Review period to be updated to 10 years 				
• Strategic Plan <ul style="list-style-type: none"> ○ DH will review 	DH	31/03/2025		

17. Register of Personal Data Processing & Privacy Notice

• Privacy Notice <ul style="list-style-type: none"> ○ Changes were approved ○ CMS will make one update in relation to social media 	CMS	26/03/2025	Yes	Privacy Notice published here
• Register of Personal Data Processing <ul style="list-style-type: none"> ○ EM will review the register to make sure it is still fit for purpose 	EM	26/03/2025		

18. Employee Handbook review

<ul style="list-style-type: none"> • Worknest carried out a full review of our Employee Handbook and the proposed updates were considered by the SMT • DH also updated a section adding guidance on complaints and grievance procedures against the Commissioner. • The draft Handbook will be updated to reflect the discussions and feedback provided to Worknest 	LB	14/03/2025	N/A	N/A
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19. Complaints Handling Procedures

<ul style="list-style-type: none"> • The change proposed by DH adding guidance on complaints and grievance procedures against the Commissioner was approved • LB will carry out the key document actions 	LB	14/03/2025	N/A	N/A
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20. Terms and Conditions of Employment

<ul style="list-style-type: none"> • Worknest carried out a full review of our Terms and Conditions of Employment and the proposed updates were considered by the SMT • The draft Terms and Conditions of Employment will be updated to reflect the discussions and feedback provided to Worknest 	LB	14/03/2025	N/A	N/A
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21. AOB

<ul style="list-style-type: none"> • Date for next meeting in March will be added to the calendars 	LB	21/02/2025		
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Signed off by:



Date: 26/03/2025