

Scottish Information Commissioner
Minutes of the Monthly Senior Management Team Meeting
29 June 2022 – by video conference

NOTE TO READER:

The Scottish Information Commissioner publishes the minutes of Senior Management Team (SMT) meetings and the papers considered at the monthly and quarterly meetings, unless he considers, at the time of publication, that the minutes and/or papers are exempt from disclosure under the Freedom of Information (Scotland) Act 2002 or the Environmental Information (Scotland) Regulations 2004 (FOI law). Where minutes or documents are not published, the minutes will make it clear why not.

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 Tel: 01334 464610
 Fax: 01334 464611
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Present: Scottish Information Commissioner - Daren Fitzhenry (DF) (Chair)
 Head of Corporate Services - Helen Gardner-Swift (HGS)
 Acting Head of Policy & Information – Claire Stephen (CMS)
 Finance and Administration Manager – Liz Brown (LB) (Minutes)

Apologies: Head of Enforcement - Margaret Keyse (MK)
 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

<p>1.1 Review of minutes – QSMTM, 11/05/2022 and 25/05/2022</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"> No action points outstanding <p>1.3 Matters outstanding</p> <ul style="list-style-type: none"> DF to supply commentary for Strategic Risk Register 2021-22 Q4 	DF	08/07/22	Yes	
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2. Operational Plan 2022-23 Monitoring Report

<ul style="list-style-type: none"> Deferred to the next MSMTM 			N/A	N/A
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3. Operational Risk Register 2022-23

<ul style="list-style-type: none"> The Senior Management Team (SMT) reviewed the Operational Risk Register 2022-23 and updates were discussed and noted 			No	Operational Risk Register withheld – Exemptions s30(b)(ii), s30(c) and s39(1)
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4. Governance Reporting – assurance report

<ul style="list-style-type: none"> Deferred to the next MSMTM 			N/A	
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5. Statement of Expenditure – Public Services Reform (Scotland) Act 2010 (PSRA)

<ul style="list-style-type: none"> The Committee Report (CR) was considered by the SMT and the following were agreed: <ul style="list-style-type: none"> the PSRA Annual Statement 2021-22 the publication recommendations 			Partial	CR published in full PRSA Annual Statement 2021-22 withheld – Exemption s27
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6. Time take to pay suppliers

<ul style="list-style-type: none"> The SMT: <ul style="list-style-type: none"> noted the CR agreed the publication recommendation 			Yes	CR published in full
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7. Interventions Report

<ul style="list-style-type: none"> The SMT: <ul style="list-style-type: none"> noted the CR and the Interventions Activity Report “Resources” will be added as a standing item to the Quarterly Interventions Meeting (QIM) agenda and time recording will be considered agreed the publication recommendation subject to the addition of a Public Authority’s name in paragraph 55 of the Interventions Activity Report 	CMS	13/07/22	Yes	CR and Interventions Activity Report published in full
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8. Publication Schemes

<ul style="list-style-type: none"> The SMT: <ul style="list-style-type: none"> noted the CR agreed the publication recommendation 			Yes	CR published in full
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9. Key document – C5 Menopause Policy

<ul style="list-style-type: none"> • The CR and Menopause Policy were noted • HGS explained the following: <ul style="list-style-type: none"> ○ menopause at work training will be arranged for managers and a guidance document, which will be submitted to the SMT for approval after the training, will also be available for managers • The SMT agreed the following: <ul style="list-style-type: none"> ○ approved the draft Menopause Policy ○ the key document actions ○ the publication recommendations 			Yes	<p>CR published in full</p> <p>Menopause Policy withheld - Exemption s27</p>
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10. Key documents – C1 Systems Security Policies and C1 Cyber Incident Response Plan

<ul style="list-style-type: none"> • The SMT approved the following key documents <ul style="list-style-type: none"> ○ C1 Systems Security Policy - All staff ○ C1 Systems Security Policy – Management ○ C1 Cyber Incident Response Plan • The SMT noted the following: <ul style="list-style-type: none"> ○ the HOCS/FAM will provide instructions to all staff on what to do if they suspect a cyber incident or that our IT systems been compromised ○ the Crisis Communication plan and the Public Relations plan will be drafted as indicated in the C1 Cyber Incident Response Plan ○ HGS will amend paragraph 12 and 20 of the CR • The SMT agreed the publication recommendations 	<p>CMS/ HGS</p> <p>HGS</p>	<p>31/08/22</p> <p>13/07/22</p>	No	<p>All documents withheld – Exemptions s30(b)(ii), s30(c),s38(1) and s39(1)</p>
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11. AOB

<ul style="list-style-type: none"> • There were no AOB items 				
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Signed off by:



Date: 14/07/22