

Scottish Information Commissioner
Minutes of the Quarterly Senior Management Team Meeting
2023- 24 Q1
24 August 2023 – by MS Teams

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

Tel: 01334 464610

Fax: 01334 464611

enquiries@itspublicknowledge.info

Present: Scottish Information Commissioner - Daren Fitzhenry (DF) (Chair)
 Head of Corporate Services - Helen Gardner-Swift (HGS)
 Head of Policy & Information – Claire Stephen (CMS)
 Head of Enforcement - Margaret Keyse (MK)
 Finance and Administration Manager – Liz Brown (LB) (Minutes)
 Finance and Administration Manager - Kim Berry (KB)

Apologies:

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 – 12/07/23</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"> All action points completed <p>1.3 Matters outstanding</p> <ul style="list-style-type: none"> No matters outstanding 			Yes	Minutes published in full
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2. Finance Report

<ul style="list-style-type: none"> Deferred to next MSMTM 			N/A	N/A
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3. Health & Safety

<ul style="list-style-type: none"> • The SMT noted: <ul style="list-style-type: none"> ○ the Committee Report (CR) ○ the assurance provided by the HOCS that the Commissioner is meeting his statutory obligations in respect of employee health and safety, wellbeing and related training (where required) • The SMT agreed the publication recommendation subject to additional wording in paragraph 38 	LB	25/08/23	No	CR Withheld Exemptions – S30(b)(ii) and 39(1)
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4. Information Requests and Reviews

<ul style="list-style-type: none"> • The SMT noted: <ul style="list-style-type: none"> ○ the CR ○ that the information in the CR has been uploaded to the FOI and EIR Statistics Platform • The SMT agreed the publication recommendations subject to a correction in paragraph 17. 	LB	25/08/23	Partial	CR and exemptions/ exceptions table published in full Summary table published here (Class 7) Outcome of requests table not published – Exemption s38(1)(b)
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5. Subject Access Requests

<ul style="list-style-type: none"> • The SMT noted: <ul style="list-style-type: none"> ○ the CR ○ that the information regarding the number of subject access requests received has been uploaded to the FOI and EIR Statistics Platform • The SMT agreed the publication recommendations 			Partial	CR published in full Summary table published here (Class 7) Outcome of requests table not published – Exemption s38(1)(b)
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6. Service Standards

<ul style="list-style-type: none"> • Deferred to next MSMTM 			N/A	N/A
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7. Investigations Performance

<ul style="list-style-type: none"> The SMT noted the CR. The SMT agreed the publication recommendation 			Yes	CR published in full
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8. Quality Assurance - Investigations

<ul style="list-style-type: none"> Report not required for 2023-24 but remains in Governance Reporting Arrangements (GRA) and QSMTM agendas until re-started in 2024-25 			N/A	N/A
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9. Operations Plan Monitoring Report 2023-24

<ul style="list-style-type: none"> The SMT reviewed the Operational Plan 2023-24 Monitoring Report and updates were made to the spreadsheet It was noted that the BSL plan is still to be considered by SMT The SMT agreed the Report could be published 			Yes	Report published in full – available here
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10. UK GDPR

<ul style="list-style-type: none"> The SMT noted: <ul style="list-style-type: none"> the CR the meeting date in the CR was incorrect and be updated before being published The SMT agreed the publication recommendation 	LB	25/08/2023	Yes	CR published in full
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11. Interventions Report

<ul style="list-style-type: none"> Deferred to a MSMTM 			N/A	N/A
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12. Workforce Planning

<ul style="list-style-type: none"> Deferred to a MSMTM 			N/A	N/A
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13. Operational Risk Register 2023-24

<ul style="list-style-type: none"> Deferred – to be considered at a SMT weekly catch up or MSMTM 			N/A	N/A
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14. Strategic Risk Register 2023-24

<ul style="list-style-type: none"> Deferred – considered by the SMT at a weekly meeting and by email following the meeting The SMT reviewed the Strategic Risk Register 2023-24 and updates were discussed and noted DF will provide Q1 commentary and HGS will update the register 	DF/HGS	11/09/23	No	Strategic Risk Register withheld – Exemptions s30(b)(ii), s30(c) and s39(1)
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15. Review of key documents: C2 Responding to Information Requests and Review Requests: Guidance and Procedures for staff

<ul style="list-style-type: none"> • The SMT: <ul style="list-style-type: none"> ○ noted the CR ○ approved the key document and key document actions for C2 Responding to Information Requests and Review Requests: Guidance and Procedures for staff • The publication recommendation was agreed 			No	<p>CR published in full</p> <p>Draft document withheld Exemption s27(1)</p>
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16. Records Management Plan

<ul style="list-style-type: none"> • The SMT noted the CR and the agreement of the Keeper to the Records Management Plan submitted on 30 June 2021 • The SMT agreed the publication recommendation 				<p>CR and the Keeper's Assessment Report dated 28 July 2023 - published in full</p> <p>Records Managements Plan - published but Appendix A withheld - Exemption s30(b)(i) and (ii)</p> <p>Response to the Interim Report withheld- Exemption s30(b)(i) and (ii)</p>
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17. Internal Audit Policy 2023-24 and Plan 2023-24 – 2025-26

<ul style="list-style-type: none"> • The SMT noted the CR and approved: <ul style="list-style-type: none"> ○ corrections relating to 2025-26 dates in the CR and related documents ○ the draft C1 Internal Audit Policy 2023-24 (the IA Policy) ○ the draft C1 Internal Audit Plan 2023-24 to 2025-26 (the IA Plan) ○ the key document actions set out in paragraphs 16 and 17 of the CR • The publication recommendation was agreed 	KB	25/08/2023		<p>CR published in full</p> <p>IA Policy 2023-24 withheld – Exemption s27(1)</p> <p>IA Plan 2023-24 to 2025-26 withheld – Exemption s27(1)</p> <p>And IA Plan 2023-24 to 2025-26,</p>
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				additional information relating to the strategic risks withheld – Exemption s30(b)(ii), s30(c) and s39(1)
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18. Review of key documents: C5 Employee Handbook

<ul style="list-style-type: none"> Deferred – to be considered at a SMT weekly catch up or MSMTM 				
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19. Review of key documents: C5 Complaints Handling Procedures

<ul style="list-style-type: none"> Deferred – to be considered at a SMT weekly catch up or MSMTM 				
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20. Review of key documents: C1 Unacceptable Actions Policy

<ul style="list-style-type: none"> Deferred – to be considered at a SMT weekly catch up or MSMTM 				
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21. Performance and Development Framework

<ul style="list-style-type: none"> Deferred - to be considered at a SMT weekly catch up or MSMTM 				
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22. Learning and Development Plan 2023-24

<ul style="list-style-type: none"> Deferred – to be considered at a SMT weekly catch up or MSMTM 				
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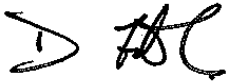
23. AOB

<ul style="list-style-type: none"> No AOB 				
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Appointment – Acting Head of Enforcement (additional CR)

<ul style="list-style-type: none"> The SMT approved: <ul style="list-style-type: none"> the business case for a full-time interim HOE from 7 September 2023 for a period of up to 6 months until a new HOE is in post Euan McCulloch is appointed to the interim post subject to him accepting the offer The SMT agreed that this CR is not published. 			No	CR withheld on basis of Sections 30(b)(ii) and 38(1)(b)
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Signed off by:



Date: 11/10/23