

Scottish Information Commissioner
Minutes of the Additional Quarterly Senior Management Team Meeting
01 June 2018

NOTE TO READER:

The Scottish Information Commissioner publishes the minutes of Quarterly Senior Management Team (SMT) meetings and the papers considered at the 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: Daren Fitzhenry (DF), Margaret Keyse (MK), Sarah Hutchison (SH), Helen Gardner-Swift (HGS), Liz Brown (LB) (Minutes)

Details	Action By	Target Completion Date	Publish Yes / No	Comments
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1. Action points update and matters outstanding from previous meeting

<ul style="list-style-type: none"> The action point dates in the minutes of 25/4/18 were reviewed and updated 				
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2. Key Documents / IRM Assurance Report

<ul style="list-style-type: none"> The report was noted 			Yes	Publish in full
<ul style="list-style-type: none"> Two small changes to be made before publishing 	LB	01/06/18		

3. Statements of Expenditure (PSR Act): Report for the period-ended 31 March 2018

<ul style="list-style-type: none"> The report was noted Ready to published 			Yes	Publish in full
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4. Compliance with Governance Reporting Arrangements

<ul style="list-style-type: none"> The report was noted Ready to publish 			Yes	Publish in full
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5. Biodiversity

<ul style="list-style-type: none"> The report was approved for publication. We will need to monitor the implementation of the actions identified in the report and this will be an ongoing piece of work for the HOCS/CST 			Yes	Publish in full
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6. GDPR - Implementation

<ul style="list-style-type: none"> The report was noted The arrangements in place for EM to act as DPO if a conflict of interest arises in the operation of the shared service DPO need to be documented 	HGS	30/06/18		<p>Committee Report published in full</p> <p>Background papers not published – exemption s30(b)(ii) s39(1)</p>
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7. AOCB

<ul style="list-style-type: none"> 2017/18 Performance & Development Reviews – it was agreed to extend the completion date to 13/07/18 	SMT	13/07/18	N/A	N/A
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Signed off by:



Date: 18 June 2018