

Scottish Information Commissioner Agenda for the Quarterly Senior Management Team Meeting

Wednesday 8th August 2018 – 10:00am

Standing Items

1. Minutes, action points update and matters outstanding (All)
 - 1.1. Review of minutes - QSMTM 31 January 2018 and Additional QSMTM 1 June 2018
 - 1.2. Action points update – All (as appropriate)
 - 1.3. Matters outstanding - All (as appropriate)
2. Confirmation of governance decisions taken at informal SMT meetings (01.04.18 – 11.07.18) (HOCS)
3. Finance Report (HOCS)
4. Operational Plan Monitoring (All)
5. Health and Safety (HOCS)
6. Enquiries Service (HOCS)
7. Information Requests and Reviews (HOCS)
8. Investigations Performance (report re performance including whether key performance measures are being achieved, numbers and KPIs, age of cases, etc) (no paper for this meeting)
9. Website (HOPI)
10. GDPR/DPA 2018 – compliance - update
11. Strategic & Operational Risk Registers (All)
 - 10.1 Operational Risk Register 2018-19
 - 10.2 Strategic Risk Register 2018-19

Additional Items

12. *Learning & Development –deferred to SMT*
13. *Performance & Development Framework– not able to complete until all appraisals carried out – deferred to SMT*
14. *Review of HR Strategy – deferred to next QSMTM*
15. *Quality Assurance – Enquiries – deferred pending review of procedures*
16. Governance Reporting and Governance Reporting Arrangements – discussion only

17. AOB