

Scottish Information Commissioner
Minutes of the Quarterly Senior Management Team Meeting
8 August 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: Scottish Information Commissioner - Daren Fitzhenry (DF),
 Head of Corporate Services - Helen Gardner-Swift (HGS),
 Head of Enforcement - Margaret Keyse (MK),
 Head of Policy & Information - Sarah Hutchison (SH),
 Finance and Administration Manager - Kim Berry (KB) (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"> Check if Prescribed Persons and Biodiversity reports have been published. 	HGS	28/08/18	N/A	
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2. Confirmation of governance decisions taken at informal SMT meetings

<ul style="list-style-type: none"> The list of key decisions taken to 31 July 2018 was reviewed, confirmed as a complete record and all decisions ratified. 			Yes	Published in full
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3. Finance Report: Report for the period-ended 31 March 2018

<ul style="list-style-type: none"> A revised layout financial statement to 30 June 2018 was considered. SMT agreed that the revised layout was a more helpful report and that future reports should be in this format. It was noted that officeholder staff costs not received from SPCB and, therefore, the current costs are shown as nil. The financial statement 			Yes	Published in full
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<p>will be updated once these costs have been provided.</p> <ul style="list-style-type: none"> Variance to budget is as expected in Quarter 1 and will continue to be monitored. 				
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4. Operational Plan Monitoring

<ul style="list-style-type: none"> Revised dates agreed. 				Published in full
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5. Health & Safety

<ul style="list-style-type: none"> The quarterly report was noted with no issues raised. HGS advised that expenditure for work required to comply with legionella risk assessment was not in the budget but was a necessary additional expense. 				Not published – exemption - s.39(1)
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6. Enquiries Service

<ul style="list-style-type: none"> The report was noted and KPIs have been achieved. Enquiries Received Reports no longer require to be printed for QSMTM rather include reference to the reports and to the analysis spreadsheet on the committee report for SMT to review prior to meeting. 			Yes	<p>Committee Report published in full</p> <p>Background papers – not published – exemption s.38(1)(b)</p>
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7. Information Requests and Reviews

<ul style="list-style-type: none"> The report was noted with the following comments <ul style="list-style-type: none"> Paragraph 15 – ICO using 28 days as monthly calculation Paragraph 17 – National comparators not required Paragraph 18 – Noted MK provided assurance that responses to information requests comply with relevant legislation and related guidance (Operational Plan, Quality Assurance 3) 			Yes	<p>Committee Report published in full</p> <p>Background papers – not published – exemption s.38(1)(b)</p>
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8. Investigations Performance

<ul style="list-style-type: none"> We received a high number of applications in the first quarter – 22 more than last year. The number of invalid applications is very low in 			Yes	Published in full
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<p>comparison with last year, meaning that more cases are being passed for investigation.</p> <ul style="list-style-type: none"> We are not meeting a number of KPIs. Given our additional validation resource, which is now bedding in, we expect to see an improvement against the validation/FTR KPIs over the next quarter. It is likely that these will have a knock-on effect with other KPIs (e.g. substantive appeals) during quarter 2, but provided application numbers remain as they are, we hope to be able to turn this round in quarter 3. 				
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9. Website

<ul style="list-style-type: none"> Website use is on track to meet the Communication Strategy target. There was a significant increase in visitor numbers as a result of publication of the Scottish Government Intervention report. By contrast, visitor numbers for the Children and Young people research was low. Increasingly website traffic is driven by twitter. The Intervention report and the draft s38 briefing were in the top ten most visited pages. While visits to the Decisions database have decline sharply, the briefings and guidance section continues to be very popular. 			Yes	Committee Report published in full
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10. GDPR/DPA 2018 – compliance update

<ul style="list-style-type: none"> The report was noted 			Yes	<p>Committee Report published in full</p> <p>GDPR Implementation Plan 2018-19 – not published – exemptions s.30(b)(ii) and S39 (1)</p>
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11. Strategic and Operational Risk Registers

<ul style="list-style-type: none"> Strategic Risk Register - The register was discussed with the following comments:- <ul style="list-style-type: none"> Risk 5 remains as it is but consult with Audit Advisory Board regarding splitting into two separate risks – decision making (appeals) and governance 	DF/HGS	04/09/18	No	Strategic Risk Register and Operational Risk Register – not published – exemptions s.30(b)(ii) and
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<ul style="list-style-type: none"> ○ DF to provide the commentary for Q1 	DF	29/08/18		s.30(c)
<ul style="list-style-type: none"> ● Operational Risk Register – The register was discussed with the following comments:- <ul style="list-style-type: none"> ○ Residual Assessment likelihood to be increased to 4 ○ Amendments to Action Planned for Risks 1,5 8, 9,10,11,12,13,15 and 16 	HGS	31/08/18		

12. Learning & Development – deferred to a SMT meeting

13. Performance & Development Framework – deferred to a SMT meeting

14. Review of HR Strategy – deferred to next QSMTM

15. Quality Assurance – Enquiries – deferred pending review of procedures

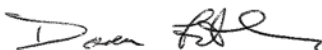
16. Governance Report and Governance Reporting Arrangements – discussion only

<ul style="list-style-type: none"> ● Discussion took place regarding changes to the Governance Arrangements and Governance Reporting Arrangements (draft documents previously circulated for initial comment only). ● DF's proposal to move to formal monthly meetings rather than weekly meetings was accepted. ● HGS will provide a draft of suggested agendas for the meetings. ● HGS will revise the draft documents in light of comments made and circulate again for consideration and comment prior to being formally considered at a meeting of the SMT. 			N/A	
	HGS	31/08/18		
	HGS	31/08/18		

17. AOB

<ul style="list-style-type: none"> ● There were no additional items for discussion 				
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Signed off by:



Date: 10 September 2018