

Scottish Information Commissioner
Minutes of the Quarterly Senior Management Team Meeting
14 November 2018

NOTE TO READER:

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Tel: 01334 464610

Fax: 01334 464611

enquiries@itspublicknowledge.info

Present: Scottish Information Commissioner - Daren Fitzhenry (DF),
Head of Enforcement - Margaret Keyse (MK),
Head of Policy & Information - Sarah Hutchison (SH),
Finance and Administration Manager - Kim Berry (KB) (Minutes)

Apologies: Head of Corporate Services - Helen Gardner-Swift (HGS)

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

<p>1.1 Action Points</p> <ul style="list-style-type: none"> • All action points from the previous meeting were complete <p>1.2 Matters Outstanding</p> <ul style="list-style-type: none"> • Item 12 Learning & Development – deferred to Monthly Senior Management Team Meeting (MSMTM) • Item 13 Performance and Development Framework – deferred to MSMTM • Item 14 – Review of HR Strategy – deferred to MSMTM • Item 15 Quality Assurance – Enquiries – deferred to next QSMTM • Item 16 – Governance Reporting and Governance Reporting Arrangements – amendments reviewed, agreed and ratified at QSMTM, 14 November 2018 				
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2. Finance Report: Report for the period-ended 30 September 2018

<ul style="list-style-type: none"> The report was reviewed and discussed. DF will discuss potential contingency fund requirements with SPCB. Variance to budget is as expected in Quarter 2 and will continue to be monitored. 			Yes	Published in full – available here
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3. Statement of Expenditure - PSRA

<ul style="list-style-type: none"> Deferred to next QSMTM 				
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4. Website

<ul style="list-style-type: none"> In Q1 the number of website users was 6% above the Communications Strategy target, partly due to significant interest in the intervention report (1,430 users of the website on day of publication). In Q2 user numbers declined by 2,000; performance was 8% short of the target. Sharp decline in the readership of the Decisions Round up, following suspension of the email alert service in May. 			Yes	Published in full
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5. Investigations Performance

<p>MK provided a verbal update -</p> <ul style="list-style-type: none"> We are on track to receive more applications this year than since 2015/16. The number of invalid applications remains surprisingly low – usually, around 30% of applications are invalid. This year, the figure is around 20%. Earlier in the year, we were experiencing delays at validation. Average validation timescales have reduced (6 weeks in July and August; 5 weeks in October 2018). The average timescales should continue to reduce. Delays at validation earlier in the year are starting to have a knock-on effect on other KPIs, as is the increase in non-application related work being carried out by the team. A review of the Investigations Handbook is due to take place later this month where we can discuss ways of streamlining the process. 				Dashboard Reports published quarterly – available here
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6. Key documents

<p>The report was noted with the following comments</p> <ul style="list-style-type: none"> • HOCS to update • Three documents to be removed from the Key Document Register 			Yes	Published in full
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7. Strategic & Operational Risk Registers

<p>7.1 Operational Risk Register 2018-19 The register was reviewed and discussed with the following comments:-</p> <ul style="list-style-type: none"> • Amendments to be made to action planned relating to risks 2, 3, 5, 6, 9, 11 and 15 • Residual Assessment Likelihood of Risks 3 and 6 to be amended <p>7.2 Strategic Risk Register 2018-19 The register was discussed with the following comments:-</p> <ul style="list-style-type: none"> • Amendments to be made to action planned relating to risk 2 • Risk 5 to be split into two separate risks as agreed with Advisory Audit Board. 			No	Strategic Risk Register and Operational Risk Register not published – exemptions s.30(b)(ii) and s.30(c)
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8. Workforce Trends

<ul style="list-style-type: none"> • Deferred to next QSMTM 				
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9. Service Standards

<ul style="list-style-type: none"> • The report was noted • Reminder to be sent to staff to record compliments 			Yes	<p>Committee Report published in full</p> <p>Background papers – not published – exemption s.38(1)(b)</p>
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10. Publication Schemes (PAs)

<ul style="list-style-type: none"> • The report was noted 			Yes	Published in full
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11. Quality Assurance - Investigations

<ul style="list-style-type: none"> • Deferred to next QSMTM to allow revised procedures to be agreed 				
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