

Report to:	QSMTM
Report by:	Sarah Hutchison
Meeting Date:	14 November 2018
Subject/ Title: (and VC no)	2018-19 Q1 & Q2 Publication scheme (public authorities) performance report (VC108685)
Attached Papers (title and VC no)	None

Purpose of report

1. To provide the publication schemes (public authorities) performance report 2017-18 for Q1 & Q2, as required by the Governance Reporting Framework.
2. The aim of this report is to provide assurance that management of publication scheme adoptions is meeting the key performance indicators set out in the Performance and Quality Framework.

Recommendation and actions

3. The QSMTM is asked to note the contents of this report.
4. I recommend that this committee report is published in full.

Executive summary

5. The key performance indicators for publication schemes 2018-19 are:

Publication Schemes	6-monthly	Publication Scheme notifications for new bodies completed: (i) 80% within one month of due date (ii) 100% notified or enforcement commenced within 3 months of due date (Due date is set at point of creation of publication scheme file)
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6. No new bodies were due to notify us of adoption of a publication scheme in Q1 or Q2.
7. The QSMTM may wish to note that:
 - (i) We await the commencement dates for two new authorities, the Poverty and Inequality Commission and the Scottish Commission on Social Security, which have been added to Part 7 of Schedule 1 of FOISA by primary legislation.
 - (ii) We understand that a section 5 order designating registered social landlords and subsidiaries is will be laid before the Scottish Parliament soon. The commencement date of this order is unknown.
8. It is therefore unclear whether any bodies will be due to notify us of adoption of a publication scheme in the remainder of this operational year.

Risk impact

9. The risks associated with failure to adequately monitor public authority compliance are adequately captured in the current operational risk register.

Equalities impact

10. Equalities impacts arise in the Model Publication Scheme which requires authorities to make published information available in a range of formats to ensure equitable access.
11. There are, however, no equalities impacts arising from the notification process.

Privacy impact

12. There are no privacy impacts arising from publication scheme adoptions.

Resources impact

13. Management of publication scheme notifications by new bodies created by primary legislation is a business as usual activity for which resources are allocated as part of routine operational planning.
14. We have recognised and prepared for the significant resource demands associated with managing notifications by registered social landlords and their subsidiaries, the largest single tranche of new bodies since 2005.

Operational/ strategic plan impact

15. There is a specific project in the current operational plan for the management of notifications by registered social landlords and subsidiaries.

Records management impact (including any key documents actions)

16. The CST has been made aware of and is planning for the impacts to our records management systems associated with managing notifications by registered social landlords and subsidiaries. A new publication scheme report has been commissioned from our case management system provider.

Consultation and Communication

17. None required

Publication

18. I recommend that this committee report is published in full.