

## Scottish Information Commissioner

### Minutes of the Extraordinary Monthly Senior Management Team Meeting

12 December 2018

#### NOTE TO READER:

The Scottish Information Commissioner publishes the minutes of Monthly (MSMTM) and Quarterly Senior Management Team (QSMTM) 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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Tel: 01334 464610

Fax: 01334 464611

[enquiries@itspublicknowledge.info](mailto:enquiries@itspublicknowledge.info)

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

Apologies: Head of Corporate Services - Helen Gardner-Swift (HGS)  
Head of Policy & Information - Sarah Hutchison (SH)

Details	Action By	Target Completion Date	Publish Yes / No	Comments
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#### 1. Standing items

<ul style="list-style-type: none"><li>To be discussed at full MSMTM, 19 December 2018</li></ul>				
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#### 2. Additional Items

<b>1.1 Performance and Quality Framework 2018-19</b> <ul style="list-style-type: none"><li>The report was reviewed and discussed.</li><li>Minor amendments are required and this will be approved via email.</li></ul>	DF	14/12/18	Yes	Published in full – available <a href="#">here</a>
<b>1.2 Finance Handbook</b> <ul style="list-style-type: none"><li>The Handbook was reviewed and discussed.</li><li>The Handbook is approved, subject to minor amendments, and will be published in line with the Key Documents Handbook.</li></ul>	KB	14/12/18	Yes	Published in full – available in Class 4, Guide to Information

**Signed off by:**

A handwritten signature in black ink, appearing to be 'D. A. R.' with a stylized flourish at the end.

**Date:** 19 December 2018