

**Scottish Information Commissioner**  
**Minutes of the Monthly Senior Management Team Meeting**  
**19 February 2019**

**NOTE TO READER:**

The Scottish Information Commissioner publishes the minutes of Monthly Senior Management Team (MSMT) 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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Present: Scottish Information Commissioner - Daren Fitzhenry (DF),  
 Head of Enforcement - Margaret Keyse (MK),  
 Head of Policy & Information - Sarah Hutchison (SH),  
 Finance and Administration Manager - Liz Brown (LB)  
 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. Minutes, action points update and matters outstanding**

<p><b>1.1 Review of minutes – 05/02/19</b></p> <ul style="list-style-type: none"> <li>The minutes have been approved and published.</li> </ul> <p><b>1.2 Action points update</b></p> <ul style="list-style-type: none"> <li>Item 4 – DF to approve changes</li> <li>Item 9 – no requirement for additional comments from DF</li> <li>Item 21 – SPCB have confirmed agreement to recruit a full-time DHOE from savings obtained from reduction in hours of other staff.</li> <li>All other action points have been completed</li> </ul> <p><b>1.3 Matters outstanding</b></p> <ul style="list-style-type: none"> <li>Item 12 - British Sign Language Action Plan – report and review - deferred to April Quarterly Monthly Senior Management Team Meeting (QSMTM).</li> <li>Item 14 Equalities Monitoring / Service Users –</li> </ul>	DF	27/02/19		
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<p>deferred to March Monthly Senior Management Team Meeting (MSMTM).</p> <ul style="list-style-type: none"> <li>Item 15 Quality Assurance Investigations - deferred to April QSMTM.</li> <li>Item 16 Quality Assurance Enquiries - deferred to March MSMTM.</li> <li>Item 17 Learning &amp; Development – deferred to March MSMTM.</li> <li>Item 18 Performance and Development Framework – deferred to March MSMTM.</li> <li>Item 19 – Review of HR Strategy – deferred to March MSMTM.</li> <li>Although not on this agenda it was agreed that Workforce Trends will be considered at the April QSMTM.</li> </ul>				
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## 2. Operational Plan Monitoring Report

<p>The report was reviewed.</p> <ul style="list-style-type: none"> <li>In the absence of the Head of Corporate Services (HOCS) the status of each HOCS item was reviewed with input from KB and LB. <ul style="list-style-type: none"> <li>KB to update report</li> </ul> </li> </ul>	KB	25/02/19	No	<p>Report published at the end of each quarter.</p> <p>Report to end Q3 published in full – available <a href="#">here</a></p>
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## 3. Key Documents

<p>The register was reviewed and discussed. A number of documents were identified where HOE/HOP&amp;I assistance could be provided to CST in the review process.</p>			Yes	Published in full
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## 4. Recruitment

<p><b>4.1 Business case: Temporary posts</b></p> <p>The recommendations and actions were approved for the VO post. The recommendations and actions for the administrative post were approved in principle subject to opportunity for HR input on job description by HOCS and final approval of SMT by email.</p>	HGS	25/02/19	No	Exemption s.38(1)(b)
<p><b>4.2 Business case: IOs</b></p> <p>The recommendations and actions were approved</p> <ul style="list-style-type: none"> <li>FOIO (E) recruitment panel – HOE/DHOE/CST</li> <li>FOIO (P&amp;I) recruitment panel – SIC/HOPI/CST</li> </ul>			Yes	Published in full
<p><b>4.3 Business case: DHOE</b></p> <p>The recommendations and actions were approved</p> <ul style="list-style-type: none"> <li>DHOE recruitment panel – SIC/HOE/CST</li> </ul>			No	Exemption s.38(1)(b)

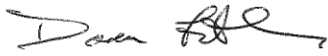
## 5. Line Management of Validation Team

<p>The recommendations and actions were approved.</p> <ul style="list-style-type: none"> <li>CST and HOE to liaise to review and update job description and contract documentation as necessary</li> </ul>	HGS/MK	21/03/19	No	Exemption s.38(1)(b)
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## 6. AOB

<p><b>6.1 Burglar Alarm</b>  ██  ██  ██  ██  ██  ██</p>	KB	15/03/19	No	Exemptions s35(1)(a) and s39(1)
<p><b>6.2 Website – Wording of managing the organisation landing page</b>  Following changes in Governance Reporting Arrangements the wording on the landing page for Managing the organisation requires modification. LB and SH will update as required.</p>	LB/SH	27/02/19		
<p><b>6.3 Recruitment Advertising Plan and timetable</b>  The advertising requirements and timing for the forthcoming recruitment of staff were discussed. It was agreed:</p> <ul style="list-style-type: none"> <li>S1Jobs website Premium advertisement for all 3 vacancies</li> <li>Scottish Legal News website for DHOE vacancy</li> <li>Awaiting pricing from Metro. Following receipt of information, requirements will be discussed by SMT and agreed by email.</li> <li>The proposed advertising and interview dates were agreed subject to final check of staff availability</li> <li>Timetable starts with advertising on 08/03/19</li> </ul>				
<p><b>6.4 Health &amp; Safety Audit</b>  The cost of the annual Health &amp; Safety audit is not included in the extension of the existing contract. The audit was due to be carried out in November 2018.</p> <ul style="list-style-type: none"> <li>CST will procure this service</li> <li>Audit to be carried out in March 2019</li> <li>CST intends to procure from previous supplier as they have prior knowledge of our practices and procedures and currently supply Health &amp; Safety advice contract.</li> </ul>				

**Signed off by:**



**Date:** 21 February 2019