

Scottish Information Commissioner

Minutes of Monthly Senior Management Team Meeting

8 March 2024 – DH and CMS in office premises, HGS joined meeting by video conference

NOTE TO READER:

The Scottish Information Commissioner publishes the minutes of Senior Management Team (SMT) meetings and the papers considered at the monthly and quarterly 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 indicate the exemption that is applied at the time of the decision

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Scottish Information Commissioner, Kinburn Castle, Doubledykes Rd, St Andrews, Fife, KY16 9DS
Tel: 01334 464610

enquiries@itspublicknowledge.info

Present: Scottish Information Commissioner – David Hamilton (DH) (Chair)
Head of Corporate Services - Helen Gardner-Swift (HGS) (Minutes)
Head of Policy & Information – Claire Stephen (CMS)

Apologies: Head of Enforcement – Euan McCulloch (EM)
Finance and Administration Manager – Liz Brown (LB)
Finance and Administration Manager – Kim Berry (KB)

Details	Action By	Target Completion Date	Publish Yes / No	Comments
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1. Minutes, action points update and matters outstanding

1.1 Review of minutes – QSMTM, 14/02/24 <ul style="list-style-type: none">minutes to be updated to show items that EM did not participate in/attendsubject to the above, the minutes were approved and will be published with the relevant papers	HGS	25/03/24	Yes	Minutes published in full
1.2 Action points update <ul style="list-style-type: none">no further updates other than matters outstanding				
1.3 Matters outstanding <ul style="list-style-type: none">Strategic Risk Register 202324<ul style="list-style-type: none">EM to include comments on risk 5a	EM	25/03/24		

<ul style="list-style-type: none"> ○ DH to provide commentary for Q3 ● Equality monitoring – service users – HGS confirmed that considering this further and due to submit note to the SMT 	DH	25/03/24		
	HGS	27/03/24		

2. Key Documents – outstanding, due and not completed

<ul style="list-style-type: none"> ● Deferred to next MSMTM 	ALL	28/03/24	N/A	N/A
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3. Publication Scheme (Commissioner) Assurance Report

<ul style="list-style-type: none"> ● SMT <ul style="list-style-type: none"> ○ noted the CR and the assurance provide ○ agreed the recommendations ○ agreed that the CR be published 			Yes	CR published in full
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4. Interventions Report

<ul style="list-style-type: none"> ● Deferred to next MSMTM 	28/03/24	CMS	N/A	N/A
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5. Self-Assessment Tools

<ul style="list-style-type: none"> ● SMT <ul style="list-style-type: none"> ○ noted the CR and the assurance provide ○ agreed the recommendations ○ agreed that the CR be published 			Yes	CR published in full
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6. Employment Policy Update

<ul style="list-style-type: none"> ● Deferred to next MSMTM 	28/03/24		N/A	N/A
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7. Strategic Plan 2024-28 (SP)

<ul style="list-style-type: none"> ● the draft SP to be updated with approved budget for 2024-25 and updated staff numbers and related costs ● DH provided an update re: comments received on consultation draft <ul style="list-style-type: none"> ○ some staff comments received (comments provided direct to DH and details not provided to SMT) ○ no comments from the Advisory Audit Board ○ DH to attend the next meeting of the Scottish Parliamentary Corporate Body (SPCB) Committee (21 March 2024) to 	19/03/24	DH/CMS/HGS	N/A	N/A
	21/03/24	DH		

obtain comments <ul style="list-style-type: none"> • Following SPCB meeting <ul style="list-style-type: none"> ○ draft SP to be updated ○ SMT to comment on the updated SP ○ SP to be finalised and CR to be circulated seeking agreement of SMT to finalised SP ○ SP to be laid before the Scottish Parliament – will need to be laid before recess which is due to take place from 30/03/24 – 14/04/24 				
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8. Proposed changes to office IT systems and related areas

<ul style="list-style-type: none"> • SMT <ul style="list-style-type: none"> ○ noted the CR ○ agreed the recommendations ○ agreed that the CR be published 			No	30(b)(i) and 39(1)
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9. Scheme of Delegation

<ul style="list-style-type: none"> • No CR • DH has noted comments and concerns previously provided by HGS but not minded to change the proposed updates • Staff to be consulted on the publication of staff names at the next ASM • Updated Scheme of delegation agreed 	DH	16/04/24	Yes	Scheme of Delegation published and available here
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10. Finance update

<ul style="list-style-type: none"> • No CR • HGS provided an update on the 2023-24 budgetary position and the approved budget for 2024-25 			N/A	N/A
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11. GDPR Working Party

<ul style="list-style-type: none"> • No CR • Work of GDPR Working Party discussed • DH to attend next meeting of GDPR Working Party 			N/A	N/A
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12. 2024-25 Planning Day

<ul style="list-style-type: none"> DH to consider date and venue and let SMT have the details – to be on a working day but may not be in the office premises 			N/A	N/A
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13. AOB

<ul style="list-style-type: none"> None 				
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14. Recruitment - Administrator – Corporate Services Team (additional item)

<ul style="list-style-type: none"> SMT <ul style="list-style-type: none"> noted the CR could not agree the business case for the recruitment of a Grade 2 Administrator as at today for following reasons: <ul style="list-style-type: none"> need to consider where resource needed Administrator role may not be required Need to reconsider operational model HGS expressed concern about the matters raised by DH and CMS and noted that this was different from the position taken for other recent recruitments (FOIO (E) and FOIO (P and I) and that HGS was following current recruitment practice when vacant post arises 			Yes	CR Published in full
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Signed off by:



Date: 30 April 2024