Policy & Information Monthly Team Meeting - Minute

Wednesday 23 April 2025

Attendees: PM (Chair), DH, CMS, AB, BOW, EMO, SS (Minute)

Apologies: EM

Acronyms	
SIC – Scottish Information Commissioner OSIC – Office of the Scottish Information Commissioner BSL – British Sign Language SMT – Senior Management Team FOI – Freedom of Information RSL – Registered Social Landlords SG – Scottish Government SHEIP – Scottish Higher Education Information Practitioners	QIM – Quarterly Interventions Meeting TBC – To be confirmed NHS – National Health Service SOLAR – Society of local authority lawyers and administrators Scotland SOLACE – Society of local authority chief executives AOB – Any other business BAU – Business as usual

	Action by	Due
1. Minutes Minutes from the March meeting approved.		
2. Celebrating Successes ● BSL action points complete ● High engagement with YoungScot campaign ● Accessibility audit complete ● Further additions to the FOI Reform bill ● New statistics collection survey ready for next phase ● Registrations for public webinars exceeds expectations ● Social media scheduling proving very effective ● P&I minutes now available on website ● Progress with all current high-level interventions ● PremierPro training complete ● P&I help with enforcement decisions publishing ● Further rebranding of key docs ongoing ● Work on the Annual Report has begun ● End-of-year invoices and contracts complete ● A few promising events for the year in initial stages		
3. P&I Work Plan 2024-25 workplan discussed.		

4. Network group feedback Details and learning points from recent and forthcoming Network Group meetings. These are held by, and for, Public Authorities as peer-to-peer discussions, with support from the SIC. Items discussed: • **Part 7 Network** – TBC. Currently seeking a host organisation for next meeting. • **Local Gov group** – Next meeting August • **NHS Forum** – Next meeting 15 May • **SHEIP** – TBC. Possibility of being held at OSIC. • **SOLAR** – Next meeting TBC	All PM/SS EMO PM EMO/CMS CMS	
5. Comms Dashboard PM provided an overview of the Comms dashboard: • Website activity increased slightly in March • Twitter/X analytics no longer available • Discussed all social media analytics difficulties at the current time due to API changes		
6. New bodies/publication Scheme Performance • Pub Code Adjudicator – Now live • Zero Waste Scotland – Now live • Smart Data Foundry Ltd, Electoral Management Board for Scotland, The Patient Safety Commissioner for Scotland, and Tier 1 Regulatory Body / Law Society Scotland, moved to live monitoring	EMO	
AOB • Discussed inclusion of Key Documents reviews for 2025 meetings until all are updated for info and branding • Discussed new procedure for adding/removing recruitment pages on the website as required • Discussed volunteering for speakers at upcoming planned eCase webinars	All	