

## Policy & Information Monthly Team Meeting - Minute

Tuesday 17 June 2025

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

Apologies: EM

<b>Acronyms</b> 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
<b>1. Minutes</b>  Minutes from the April meeting approved.			
<b>2. Celebrating Successes</b> <ul style="list-style-type: none"><li>Completed FOI: A Users Guide webinars</li><li>Report from webinars completed and learning points analysed</li><li>Recording of webinar underway for publishing</li><li>Q4 2024-25 QIM completed, changes agreed for future meetings</li><li>Hosted eCase: Deceased Persons webinar</li><li>Conducted training for Glasgow Council</li><li>2 Newsletters released since last meeting</li><li>NHS Fife promotional work</li><li>Further work on FOI Reform Bill undertaken prior to release</li><li>Hamilton reports</li><li>Promotional work for the eCase Awards</li><li>Decision upload process overhauled for efficiency</li><li>Young people's project promotional competition success</li><li>Assisted with first 2025 SPIF hosting</li><li>A number of interventions have been closed</li><li>Communications opened with higher/further education forums</li><li>ICIC Regional Report work completed ahead of conference</li><li>Fact sheet for MSYPs completed</li><li>SPICe briefing published</li><li>New statistics portal construction complete, ready for testing</li><li>Internal staff survey completed</li><li>P&amp;I 2025-26 projects agreed and consolidated</li><li>Anti-corruption conference attended by commissioner</li><li>Significant work completed on Annual Report</li><li>Appeals at record highs, promotional work completed</li></ul>			
<b>3. P&amp;I Work Plan</b>  2025-26 workplan discussed.			

<ul style="list-style-type: none"> <li>• <b>RTI Rating</b> - Comments on RTI rating completed by AB and shared with Centre for Law and Democracy. Awaiting response</li> <li>• <b>Intervention Activity</b> – Discussed at QIM</li> <li>• <b>Awareness Poll</b> – Planned for later this year</li> <li>• <b>Webinars</b> – Planning stages for late 2025 release</li> <li>• <b>Social Media</b> – Discussed in Comms and Engagement meeting</li> <li>• <b>YRTK Easy Read</b> – Under review. AI conversion testing ruled out. Themed visuals identified to assist.</li> <li>• <b>Customer Focussed FOI</b> – Discussed as possible workshop for Hoyrood conference</li> <li>• <b>New look Annual Report</b> – Report itself being compiled now, visuals to be decided following completion</li> <li>• <b>FOI Reform</b> – Bill laid, to be considered by the Standards Committee. OSIC involved in collation of data/research for any evidence sessions</li> <li>• <b>Website provider contract</b> – Advice sought from FMS Lite service ahead of April 2026 expiration</li> <li>• <b>Informal Comms guidance</b> – Dependant on SG report</li> <li>• <b>SG Intervention (non-corporate messaging)</b> – Report due late summer</li> <li>• <b>SG Intervention (performance)</b> – Report due late summer</li> <li>• <b>Proactive Publication</b> – Team meetings are now published, including minutes from IPM and QIM meetings. Live investigation case data now live on website</li> <li>• <b>Journalist training</b> – In discussions with press associations regarding future training events</li> <li>• <b>Publication Schemes</b> – Research underway into alternatives and implementation of public duty</li> <li>• <b>BSL</b> – BSL Plan 2024-29 to be published and actions implemented</li> <li>• <b>Promotion of learning</b> – Discussed for intervention learning points for PAs. Newsletter / website</li> <li>• <b>Accessibility</b> – Identifying opportunities to improve our accessibility</li> <li>• <b>Extension to Care Sector</b> – Consultation group held first full meeting and several subgroup meetings</li> <li>• <b>20<sup>th</sup> Anniversary</b> – Various meetings and webinars have already been held this year, with more planned to come</li> <li>• <b>Case Studies</b> – Over a year's worth of cases have now been collected. Collation in support of 20<sup>th</sup> Anniversary activities currently in planning stages</li> <li>• <b>Young People's Project</b> – Promotional work with Young Scot now complete and registered as a big success. Work on summary of current options underway</li> <li>• <b>Stats Collection</b> – New survey and associated flows have been created ready for the Q1 2025-26 collection. First Section 6 bodies included in this upcoming collection</li> <li>• <b>Mini Roadshow</b> – Planning underway</li> </ul>		
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<p><b>4. Network group feedback</b></p> <p>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.</p> <p>Items discussed:</p> <ul style="list-style-type: none"> <li>• <b>Part 7 Network</b> – TBC. Currently seeking a host organisation for next meeting.</li> <li>• <b>Local Gov group</b> – Next meeting August</li> <li>• <b>NHS Forum</b> – Recently held</li> <li>• <b>SHEIP</b> – TBC. Possibility of being held at OSIC.</li> <li>• <b>SOLAR</b> – Next meeting TBC</li> </ul>	<p>PM/SS</p> <p>EMO</p> <p>PM</p> <p>EMO/CMS</p> <p>CMS</p>	
<p><b>5. Comms Dashboard</b></p> <p>PM provided an overview of the Comms dashboard:</p> <ul style="list-style-type: none"> <li>• Website activity steady</li> <li>• Twitter/X analytics no longer available</li> <li>• Discussed all social media analytics difficulties at the current time due to API changes</li> </ul>		
<p><b>6. New bodies/publication Scheme Performance</b></p> <ul style="list-style-type: none"> <li>• Patient Safety Commissioner now appointed</li> <li>• Law Society Bill now at Stage 3</li> </ul>	<p>EMO</p>	
<p><b>AOB</b></p> <ul style="list-style-type: none"> <li>• Discussed feedback from the recent public webinars, report created to cover learning points for future events</li> <li>• Discussed media liaison training to assist P&amp;I team in outreach requirements</li> </ul>	<p>All</p>	