

Policy & Information Monthly Team Meeting - Minute

Tuesday 22 July 2025

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

Apologies: DH, EM

	Action by	Due
<p>Acronyms</p> <p>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</p>	<p>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</p>	
<p>1. Minutes</p> <p>Minutes from the June meeting approved.</p>		
<p>2. Celebrating Successes</p> <ul style="list-style-type: none"> • New statistics portal launch • RTI rating review now accepted, putting FOISA up 19 points • Promotional work around upcoming Festival of Politics event • ICIC 2025 Berlin participation • July Newsletter launch • Significant amount of media engagement this month • Annual Report approaching final draft stage • MySociety collaboration • Participated in SHEIP meeting • Interventions closed 		
<p>3. P&I Work Plan</p> <p>2025-26 workplan discussed.</p> <ul style="list-style-type: none"> • RTI Rating – Proposed amendments to the RTI rating for FOISA have now been accepted, improving the score from 84 to 103 points, overtaking various strong regimes. • Intervention Activity – Discussed at QIM • Awareness Poll – Vendor sourcing has now begun • Webinars – Dates now in the diary for the team to work towards in the planning of further requester focussed training (including RSL tenants) • Social Media – Discussed in Comms and Engagement meeting • YRTK Easy Read – Under review. AI conversion testing ruled out. Themed visuals identified to assist. • Customer Focussed FOI – Discussed as possible workshop for Holyrood conference 		

<ul style="list-style-type: none"> • New look Annual Report – Report itself being finalised. Visuals to be identified upon completion of summaries • FOI Reform – Bill laid, to be considered by the Standards Committee. OSIC involved in collation of data/research for any evidence sessions • Website provider contract – Advice sought from FMS Lite service ahead of April 2026 expiration • Informal Comms guidance – Dependant on SG report • SG Intervention (non-corporate messaging) – Report due late summer • SG Intervention (performance) – Report due late summer • Proactive Publication – Team meetings are now published, including minutes from IPM and QIM meetings. Live investigation case data now live on website • Journalist training – In discussion with Parliamentary Press Association regarding training event and various institutions running journalism courses. • Publication Schemes – Research underway into alternatives and implementation of public duty • BSL – BSL Plan 2024-29 to be published and actions implemented. Discussed dedicating a page on the website to all of our accessibility features • Promotion of learning – Discussed for intervention learning points for PAs. Newsletter / website • Accessibility – Identifying opportunities to improve our accessibility, including overhaul of our informative videos • Extension to Care Sector – Minutes from preconsultation meetings to be released soon • 20th Anniversary – Various meetings and webinars have already been held this year, with more planned to come • Case Studies – Over a year's worth of cases have now been collected. Collation in support of 20th Anniversary activities currently in planning stages • Young People's Project – Promotional work with Young Scot now complete and registered as a big success. Work on summary of current options underway • Stats Collection – New survey for Q1 2025-26 collection now live. First Section 6 bodies included in this collection • Mini Roadshow – Planning underway 		
<p>4. Network group feedback</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"> • Part 7 Network – TBC. Currently seeking a host organisation for next meeting. • Local Gov group – Next meeting August • NHS Forum – Next meeting August • SHEIP – TBC. Possibility of being held at OSIC. • SOLAR – Next meeting TBC 	<p>PM/SS</p> <p>EMO</p> <p>PM</p> <p>EMO/CMS</p> <p>CMS</p>	

<p>5. Comms Dashboard</p> <p>PM provided an overview of the Comms dashboard:</p> <ul style="list-style-type: none"> • Website activity steady • Newsletter continues steady growth • Twitter/X analytics no longer available • Discussed all social media analytics difficulties at the current time due to API changes 		
<p>6. New bodies/publication Scheme Performance</p> <ul style="list-style-type: none"> • Electoral Management Board for Scotland received Royal Assent 29 January 2025 • Patient Safety Commissioner now appointed 9 May 2025 • Law Society Bill now at Stage 3 • Qualifications Scotland (replaces SQA), awaiting publication scheme to go live • The Scottish Food Commission in force from 30 June 2025, initiating publication scheme duty • Care Boards, 10 June 2025 Care Reform (Scotland) Bill passed at stage 3 	EMO	
<p>AOB</p> <ul style="list-style-type: none"> • SS provided an overview of the new statistics collection • BOW showcased planned social media engagements 	All	