

Policy & Information Monthly Team Meeting - Minute

Tuesday 22 July 2025

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

Apologies: DH, 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 June meeting approved.			
2. Celebrating Successes <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			
3. P&I Work Plan 2025-26 workplan discussed. <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	