

Policy & Information Monthly Team Meeting - Minute

Wednesday 24 September 2025

Attendees: CMS (Chair), DH, PM, EMO, BOW, 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 July meeting approved.			
2. Celebrating Successes <ul style="list-style-type: none">• SIC involvement in the Festival of Politics• Media Monitoring service switchover• New stats portal launch• External Accessibility Audit complete• Annual Report finalised• Multiple high profile media outreach cases• Good progress with ongoing high value interventions• Proactive scheduling of social media engagement• Mini newsletter released• Attended SOLACE meeting as a speaker			
3. P&I Work Plan 2025-26 workplan discussed. <ul style="list-style-type: none">• RTI Rating – RTI project is now complete, improving the score from 84 to 103 points, overtaking various strong regimes.• Intervention Activity – Discussed at QIM• Awareness Poll – Work to begin start of October• Webinars – Discussion with TPAS complete and Share (RSL charity) held• 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. Also possible webinar topic• New look Annual Report – Body of report complete. To be laid in parliament 27 October			

<ul style="list-style-type: none"> • FOI Reform – Bill laid, to be considered by the Standards Committee. Parliament now in process of collecting public sentiment on their website • 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 autumn • SG Intervention (performance) – Report due autumn • Proactive Publication – Team meetings are now published, including minutes from IPM and QIM meetings. Live investigation case data now live on website • Journalist training – BBC Local Democracy Reporting Service training coming soon. In discussion with Parliamentary Press Association regarding training event • Publication Schemes – Comparative research underway into alternatives and implementation of public duty • BSL – BSL Plan 2025-31 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 – BSL plan and updated videos now uploaded to our site using Vimeo system • Training Webinars (practitioners) – Practitioners have now been asked to contact us regarding subjects they would like to see • Extension to Care Sector – Consultation to launch in the autumn • 20th Anniversary – Various meetings and webinars have already been held this year, with more planned to come. Festival of Politics event now complete • 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, including production of FOI factsheet • Stats Collection – Launch of new survey for Q1 a success, Q2 to begin start of October • 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 TBC • NHS Forum – Next meeting TBC 	<p>PM/SS</p> <p>EMO</p> <p>PM</p> <p>EMO/CMS</p>	

<ul style="list-style-type: none"> • SHEIP – TBC • SOLAR – Next meeting TBC 	CMS	
<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 took up post 1 September 2025 • Law Society Bill now at Stage 3 • Qualifications Scotland (replaces SQA), awaiting publication scheme to go live. Due to commence 1 December 2025 • The Scottish Food Commission went live 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"> • Annual Report graphics discussed • New publication schemes discussed 	All	