

## Policy & Information Monthly Team Meeting - Minute

Wednesday 26 November 2025

Attendees: CMS (Chair), DH, PM, EMO, 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 October meeting approved.			
<b>2. Celebrating Successes</b> <ul style="list-style-type: none"><li>• Newsletter released</li><li>• Holyrood event</li><li>• Reform Bill evidence session</li><li>• Annual Report – Videos / Social Media</li><li>• SPIF meeting</li><li>• Minister meeting</li><li>• Practitioner webinars</li><li>• Network group meetings</li><li>• Intervention activity</li><li>• Creation of awareness poll</li></ul>			
<b>3. P&amp;I Work Plan</b>  2025-26 workplan discussed. <ul style="list-style-type: none"><li>• <b>Intervention Activity</b> – Discussed at QIM</li><li>• <b>Awareness Poll</b> – Supplier identified, survey draft created</li><li>• <b>Webinars (requesters)</b> – Planning for 2026</li><li>• <b>Social Media</b> – Discussed in Comms and Engagement meeting</li><li>• <b>YRTK Easy Read</b> – Project to recommence following Annual report promotion</li><li>• <b>Customer Focussed FOI</b> – Possible webinar topic</li><li>• <b>New look Annual Report</b> – Promo videos created and available on website</li><li>• <b>FOI Reform</b> – Reform Bill event 6 November at Holyrood</li><li>• <b>Website provider contract</b> – Advice sought from FMS Lite service ahead of April 2026 expiration. Union contacted for 2026-27 quote</li><li>• <b>Informal Comms guidance</b> – Dependant on SG report</li></ul>			

<ul style="list-style-type: none"> <li>• <b>SG Intervention (non-corporate messaging)</b> – Report due December</li> <li>• <b>SG Intervention (performance)</b> – Report due December</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> – Training for student journalists, several universities confirmed. In discussion with Parliamentary Press Association regarding training event</li> <li>• <b>Publication Schemes</b> – Comparative research underway into alternatives and implementation of public duty</li> <li>• <b>Promotion of learning</b> – Discussed for intervention learning points for PAs. Newsletter / website</li> <li>• <b>Accessibility</b> – BSL plan 2025-31 and updated videos now live on the website</li> <li>• <b>Webinars (practitioners)</b> – First of two FOI Appeals webinars completed, next due December</li> <li>• <b>Extension to Care Sector</b> – Care Service consultation group meetings ongoing</li> <li>• <b>20<sup>th</sup> Anniversary</b> – Various meetings and webinars have already been held this year</li> <li>• <b>Case Studies</b> – Nearly 2 years worth of cases have now been collected, process ongoing</li> <li>• <b>Young People's Project</b> – Work on summary of current options underway, including production of FOI factsheet</li> <li>• <b>Stats Collection</b> – Q2 collection complete</li> <li>• <b>Mini Roadshow</b> – Planning underway</li> </ul>		
<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 TBC</li> <li>• <b>NHS Forum</b> – Next meeting TBC</li> <li>• <b>SHEIP</b> – TBC</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>• Newsletter continues steady growth</li> <li>• Twitter/X slight follower decrease</li> <li>• LinkedIn showing high engagement</li> </ul>		

<p><b>6. New bodies/publication Scheme Performance</b></p> <ul style="list-style-type: none"> <li>• Electoral Management Board for Scotland received Royal Assent 29 January 2025. Representation and Reform Act 2025 due to come into force Sep 2025, with some provisions not due until Nov 2025</li> <li>• Patient Safety Commissioner took up post 1 September 2025</li> <li>• Law Society Bill now at Stage 3</li> <li>• Qualifications Scotland (replaces SQA), awaiting publication scheme to go live. Due to commence 1 December 2025</li> <li>• The Scottish Food Commission went live 30 June 2025, initiating publication scheme duty</li> <li>• Care Boards, 10 June 2025 Care Reform (Scotland) Bill passed at stage 3</li> <li>• Expiry Scotland to be added as Section 5 for observation</li> </ul>	EMO	
<p><b>AOB</b></p> <ul style="list-style-type: none"> <li>• Discussed adding newsletter sign-up links to email signatures</li> <li>• Discussed ways to assist authorities with Part 7 Network meetings</li> <li>• Discussed creation of new dedicated email address for events</li> </ul>	All	