

Policy & Information Monthly Team Meeting - Minute

Thursday 23 October 2025

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

Apologies: EM

Acronyms		
	Action by	Due
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	
1. Minutes Minutes from the September meeting approved.		
2. Celebrating Successes <ul style="list-style-type: none">Newsletter releasedBSM Recruitment driveQ1 QIMReform Bill Consultation Report draftedInvolvement in SPIF at ParliamentPromo of eCase AwardsSocial Media CommsAnnual Report ready for publishingSpike in recent enquiries managed		
3. P&I Work Plan 2025-26 workplan discussed. <ul style="list-style-type: none">Intervention Activity – Discussed at QIMAwareness Poll – Quotes received, to be discussed at next meetingWebinars (requesters) – No current activitySocial Media – Discussed in Comms and Engagement meetingYRTK Easy Read – Project to recommence following Annual report promotionCustomer Focussed FOI – Discussed as possible workshop for Holyrood conference. Also possible webinar topicNew look Annual Report – Body of report complete. To be laid in parliament 27 October. Promo videos created and available on websiteFOI Reform – Reform Bill event 6 November at Holyrood		

<ul style="list-style-type: none"> • Website provider contract – Advice sought from FMS Lite service ahead of April 2026 expiration. Union contacted for 2026-27 quote • Informal Comms guidance – Dependant on SG report • SG Intervention (non-corporate messaging) – Report due November • SG Intervention (performance) – Report due December • Proactive Publication – Team meetings are now published, including minutes from IPM and QIM meetings. Live investigation case data now live on website • Journalist training – Training for student journalists. In discussion with Parliamentary Press Association regarding training event • Publication Schemes – Comparative research underway into alternatives and implementation of public duty • Promotion of learning – Discussed for intervention learning points for PAs. Newsletter / website • Accessibility – BSL plan 2025-31 and updated videos now live on the website • Webinars (practitioners) – FOI Appeals webinars now set for 25 Nov and 4 Dec, with registration currently live • 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. Next event – Holyrood November • Case Studies – Nearly 2 years 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 – Q2 collection began 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. PM/SS • Local Gov group – Next meeting TBC EMO • NHS Forum – Next meeting TBC PM • SHEIP – TBC EMO/CMS • SOLAR – Next meeting TBC CMS 		
<p>5. Comms Dashboard</p>		

PM provided an overview of the Comms dashboard: <ul style="list-style-type: none"> • Website activity steady • Newsletter continues steady growth • Twitter/X slight follower decrease • Discussed all social media analytics difficulties at the current time due to API changes 		
6. New bodies/publication Scheme Performance <ul style="list-style-type: none"> • 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 • 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	
AOB <ul style="list-style-type: none"> • Annual Report graphics reviewed • Awareness Polling options discussed 	All	