



<ul style="list-style-type: none"> <li>Equalities Monitoring – Staff               <ul style="list-style-type: none"> <li>LCB will review our duties under the Act and take forward any actions</li> </ul> </li> <li>Key Documents               <ul style="list-style-type: none"> <li>Governance and Quality Assurance Reporting Arrangements. A draft has been created - LCB to review</li> <li>Performance and Quality Framework. A draft has been created - CMS to review</li> <li>Quality Assurance and Procedures: Enquiries – CMS will update to reflect the new procedures</li> <li>CMS will distribute the Internal Control Checklist for SMT to review</li> </ul> </li> <li>Scheme of Delegation - review of requisition and invoice threshold               <ul style="list-style-type: none"> <li>Job titles will be updated and then republished</li> <li>DH will then review the requisition and invoice threshold</li> </ul> </li> </ul>	LCB	30/11/25		
	LCB	30/11/25		
	CMS	30/11/25		
	CMS	30/11/25		
	CMS	30/11/25		
	LB	18/11/25		
	DH	30/11/25		

## 2. Finance Report

<ul style="list-style-type: none"> <li>The SMT noted the Financial Summary – Variance Analysis as at 30 October 2025 and discussed notable areas of underspend.               <ul style="list-style-type: none"> <li>A £60k underspend is forecast in Senior Management costs. The SMT agreed to explore the option to offer staff payment for some of their unused 25/26 leave. This could make good use of the remaining budget and also help reduce the high annual leave carry forward. LCB will arrange for projections to be carried out, consider the implications and report back to the SMT.</li> <li>Various suggestions for the staff room and the meeting room were discussed under the capital expenditure programme.</li> <li>CMS is reviewing the P&amp;I budget with her team</li> </ul> </li> <li>The SMT agreed the publication of the financial summary</li> </ul>	LCB	19/12/25	Yes	Finance Report available <a href="#">here</a>
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## 3. Human Resourcing

<ul style="list-style-type: none"> <li>Workforce planning               <ul style="list-style-type: none"> <li>The SMT recorded their approval to offer two applicants from the validation officer</li> </ul> </li> </ul>			N/A	N/A
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recruitment, the temporary positions of Preliminary Investigations Officers to deal with the significant jump in the number of appeals  • SMT away day <ul style="list-style-type: none"> <li>○ Actions from the away day will be agreed via email</li> <li>○ DH will share the meeting notes from the away day with all staff</li> </ul> • Annual leave <ul style="list-style-type: none"> <li>○ The SMT will review the 10 days annual leave carry forward policy and send a communication to staff</li> </ul>	DH	30/11/25		
	ALL	16/12/25		

#### 4. Rights Requests

• The SMT noted the FOISA and GDPR summary tables and approved for publication			Yes	Summary tables published <a href="#">here</a> (Class 7)
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#### 5. Investigations Performance

• The Committee Report was noted by the SMT • DH noted that output has been excellent and several initiatives are being undertaken to manage the caseload • The publication recommendation was agreed			Yes	Published in full
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#### 6. Operational Plan 2025/26 and Monitoring Report

• The SMT will review and approve the Operational plan via email by the 21/11/25	ALL	21/11/25	N/A	N/A
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#### 7. Interventions

• The Committee Report was noted by the SMT • CMS highlighted the lack of resources to carry out intervention work • The publication recommendation was agreed			Yes	Published in full
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#### 8. Strategic Risk Register

• The SMT reviewed the register and agreed updates • DH will update the register and save a snapshot	DH	30/11/25	No	Operational Risk Register withheld – Exemptions s30(b)(ii), s30(c) and s39(1)
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## 9. Operational Risk Register

<ul style="list-style-type: none"> <li>The SMT reviewed the register and agreed updates</li> <li>DH will update the register and save a snapshot</li> <li>A separate meeting to discuss the review of our case management system contract will be arranged</li> </ul>	DH	30/11/25	No	Operational Risk Register withheld – Exemptions s30(b)(ii), s30(c) and s39(1)
	LCB	30/11/25		

## 10. Enquiries Service

<ul style="list-style-type: none"> <li>The SMT noted the report and approved for publication</li> </ul>			Yes	Report published in full
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## 11. Services Standards

<ul style="list-style-type: none"> <li>The SMT noted the report</li> <li>It was agreed that a new approach is needed to record compliments. DH will communicate the change to all staff</li> <li>The publication recommendation was agreed</li> </ul>	DH	30/11/25	Yes	Report published in full
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## 12. British Sign Language Action Plan

<ul style="list-style-type: none"> <li>The action plan is published on our website and actions are on track</li> <li>CMS will share details with SMT via email</li> </ul>	CMS	30/11/25	Yes	Action plan found <a href="#">here</a>
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## 13. Annual report, Annual Accounts, Audit and AAB review

<ul style="list-style-type: none"> <li>DH provided an update on the Annual Report feedback received at the recent AAB meeting</li> <li>The SMT agreed to start looking at the structure and content of the 25/26 Performance Report sooner this year. CMS will set up a meeting</li> <li>Our external auditor offered to provide advice about what needs to be included in the Performance Report</li> <li>DH will finalise the AAB Terms of Reference</li> </ul>	CMS	30/11/25	N/A	N/A
	DH	30/11/25		

## 14. Internal audit report – building security

<ul style="list-style-type: none"> <li>The SMT noted the report</li> <li>LCB will prepare the management response and it will be considered at the MSMTM in December</li> </ul>	LCB	16/12/25	N/A	N/A
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## 15. SIC inbox

<ul style="list-style-type: none"> <li>The SMT agreed to delete the SIC@foi.scot email account</li> </ul>	LB	30/11/25	N/A	N/A
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## 16. AOB

<p>Data Protection Handbook</p> <ul style="list-style-type: none"> <li>EM proposed two changes to the Data Protection Handbook in relation to: <ul style="list-style-type: none"> <li>manifestly unfounded/excessive requests</li> <li>handling minor breaches</li> </ul> </li> <li>He will email the SMT details and this can be approved via email</li> </ul>	EM	21/11/25	Yes	Published <a href="#">here</a>
<p>Investigations Handbook</p> <ul style="list-style-type: none"> <li>EM has proposed a change to section 17 of the Investigations Handbook. The SMT will approve via email</li> </ul>	ALL	21/11/25	Yes	Published <a href="#">here</a>
<p>HOPi's annual leave in December</p> <ul style="list-style-type: none"> <li>CMS will be taking extended leave in December so cannot be allocated review requests or complaints from today</li> </ul>				

**Signed off by:**



**Date:** 16 December 2025