# Scottish Information Commissioner

## Minutes of the Q3 2025-26 Quarterly Senior Management Team (SMT) Meeting

## 20 January 2026

> **NOTE TO READER:**
> The Scottish Information Commissioner publishes the minutes of Senior Management Team (SMT) meetings and the papers considered at the monthly and quarterly meetings, unless he considers, at the time of publication, that the minutes and/or papers are exempt from disclosure under the Freedom of Information (Scotland) Act 2002 or the Environmental Information (Scotland) Regulations 2004 (FOI law). Where minutes or documents are not published, the minutes will make it clear why not.
>
> Under FOI law, everyone has the right to request any information held by the Commissioner. This includes minutes or papers which have not been published. If you want to request copies of minutes or documents which haven't been published, make a request (in writing, by e-mail or in any other recordable form) to:
>
> Scottish Information Commissioner, Kinburn Castle, Doubledykes Rd, St Andrews, Fife, KY16 9DS, enquiries@scot.info

| Present: | Scottish Information Commissioner – David Hamilton (DH) (Chair) |
| | Head of Enforcement – Euan McCulloch (EM) |
| | Head of Policy & Information – Claire Stephen (CMS) |
| | Head of Business Support – Lynn Balfour (LCB) |
| | Business Support Manager – Tanya Gardner (TG) (Minutes) |

| Apologies: | Business Support Manager - Liz Brown (LB) |

| Details | Action By | Target Completion Date | Publish Yes / No | Comments |
|---|---|---|---|---|
| | | | | |

## 1. Minutes and matters outstanding

| Details | Action By | Target Completion Date | Publish Yes / No | Comments |
|---|---|---|---|---|
| **Review of minutes – 13/11/25**<br>• The minutes were approved after one change noted below and will be published with the relevant papers<br><br>**Matters outstanding**<br>• Photo ID cards<br>  - DPIA complete, printer purchased and format approved.<br>  - Staff photos to be requested or taken in-house.<br>• Key Docs<br>  - Quality Assurance and Procedures: Enquiries complete. All others to carry forward.<br>• Scheme of Delegation<br>  - Reviewed and updated.<br>  - Staff names to be removed from document, detail roles only. Staff names available on SIC website. | DH | 01/03/26 | Yes | Published in full |

| | | | | |
|---|---|---|---|---|
| • SMT away day – amend minute to "meeting summary shared with SMT". | LB | 01/03/26 | | |
| • BSL Action Plan – CMS to share details with SMT. | CMS | 13/02/2026 | | |

## 2. Finance Report

| | | | | |
|---|---|---|---|---|
| • The SMT noted the Financial Summary – Variance Analysis as at 31 December 2025 and discussed notable areas of underspend.<br><br>  - Leave payments processed which reduces staffing underspend.<br><br>  - Training requests being considered.<br><br>  - Maintenance programme discussed.<br><br>• Contingency fund to be requested in full to cover contingency staff and Court of Session costs.<br><br>• The SMT agreed the publication of the financial summary. | | | Yes | Finance Report available here |

## 3. Human Resourcing

| | | | | |
|---|---|---|---|---|
| • Workforce Planning<br><br>  - Update on BST recruitment was provided.<br><br>  - Awaiting budget approval from SPCB, likely end of February. | | | N/A | N/A |
| • Workforce Monitoring Strategy - still under development.  Links with training plans, although current opportunity for staff to request training until end March 2026. | DH | 31/03/26 | | |

## 4. Rights Requests

| | | | | |
|---|---|---|---|---|
| • The SMT noted the FOISA/EIRs and GDPR summary tables and approved for publication. | | | Yes | Summary tables published here (Class 7) |
| • Format of reporting being reconsidered. HoBS will discuss with BSM. | LCB | 31/01/26 | | |
| • Discussed RFI time recording to monitor impact on teams and future RFI handling. To be raised at All Staff Meeting. | DH | 28/01/26 | | |

## 5. Investigations Performance

| | | | | |
|---|---|---|---|---|
| • The Committee Report was noted by the SMT.<br><br>• Outputs are positive but overwhelmed with case numbers. | | | Yes | Published in full |

## 6. Operational Plan 2025/26 and Monitoring Report

| | | | | |
|---|---|---|---|---|
| • The SMT reviewed the plan. | | | Yes | Published here |
| • Professional & Development (P&D) framework review due next month. Insufficient time to complete for 2025/26. Needs overview and streamlined. SMT agreed to begin new process September 2026. | LCB | 01.07.2026 | | |
| • Agreed to use Breathe as a HR function – has been previously discussed and needs to be actioned when appropriate. | | | | |
| • BSL action plan – on track. Needs updated on spreadsheet. | CMS | 31/03/26 | | |
| • Manage key documents programme – Change lead from SMT to HOBS. | TG | 28/02/26 | | |
| • Promoting FOI to YP – discontinue for Q4. | | | | |

## 7. Interventions

| | | | | |
|---|---|---|---|---|
| • The Committee Report was noted by the SMT. | | | Yes | Published in full |
| • CMS provided summary of Level 2 and above interventions. | | | | |
| • Positive outcomes will be noted in next newsletter. | | | | |

## 8. Strategic Risk Register

| | | | | |
|---|---|---|---|---|
| • The SMT reviewed the register and agreed updates. | | | No | Strategic Risk Register withheld – Exemptions s30(b)(ii), s30(c) |
| • DH updated the Register. | | | | |

## 9. Operational Risk Register

| | | | | |
|---|---|---|---|---|
| • The SMT reviewed the register and agreed updates. | | | No | Operational Risk Register withheld – Exemptions s30(b)(ii), s30(c) |
|   - AI policy to be created. | DH | 12/03/26 | | |
|   - Staff on training on AI/records management to be considered. | EM | 31/03/26 | | |

## 10. Employment Policy Update

| | | | | |
|---|---|---|---|---|
| • Deferred until Q4 meeting. | | | N/A | N/A |

## 11. Publication Scheme

| | | | | |
|---|---|---|---|---|
| • Deferred until Q4 | | | N/A | N/A |

**12. Progress report on process review of Quality Assurance – Investigations**

| | | | | |
|---|---|---|---|---|
| • Process reinstated. No significant issues arising.<br><br>• Change timings to once a year.  Report already completed.<br><br>• Governance reporting arrangements key document to be updated. | TG | 28/02/26 | | |

**13. Biodiversity Report**

| | | | | |
|---|---|---|---|---|
| • Next report to cover period 01/01/24 – 31/03/26. | HOBS | January 2027 | N/A | N/A |

**14. Sexual Harassment Prevention Action Plan**

| | | | | |
|---|---|---|---|---|
| • The SMT reviewed and agreed the action plan. | | | Yes | Published in full |

**15. Staff Equalities Monitoring Paper**

| | | | | |
|---|---|---|---|---|
| • The SMT reviewed and agreed with suggestions. | | | Yes | Published in full |

**16. Annual Leave payment paper**

| | | | | |
|---|---|---|---|---|
| • The SMT reviewed paper and approved.<br><br>• Staff to be reminded of 5 days c/f from 2026-27 leave year onwards. | DH | 30/04/26 | No | 38(1)(b) |

**17. Proposal to establish a managers group**

| | | | | |
|---|---|---|---|---|
| • The SMT reviewed paper and approved.<br><br>• Agreed monthly in person meetings with one topic per meeting. Dated to tie in with MSMTM meetings.<br><br>• Invites to be sent out. | LCB | 31/01/26 | Yes | Published in full |

**18. AOB**

| | | | | |
|---|---|---|---|---|
| • AAB meeting dates<br><br>  - Date proposed in late March does not fit with audit timelines. New date to be requested in April.<br><br>• Reasonable adjustments audit<br><br>  - Confirmed auditors will be on site 05/02/26 | TG | 31/01/26 | | |

**Signed off by:**

**Date:**   17 February 2026