

Policy & Information Monthly Team Meeting - Minute

Tuesday 17 February 2026

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

Apologies: EM, PM

Acronyms			
SIC – Scottish Information Commissioner	QIM – Quarterly Interventions Meeting		
OSIC – Office of the Scottish Information Commissioner	TBC – To be confirmed		
BSL – British Sign Language	NHS – National Health Service		
SMT – Senior Management Team	SOLAR – Society of local authority lawyers and administrators Scotland		
FOI – Freedom of Information	SOLACE – Society of local authority chief executives		
RSL – Registered Social Landlords	AOB – Any other business		
SG – Scottish Government	BAU – Business as usual		
SHEIP – Scottish Higher Education Information Practitioners			
		Action by	Due
<p>1. Minutes</p> <p>Minutes from the January meeting approved.</p>			
<p>2. Celebrating Successes</p> <ul style="list-style-type: none"> • January newsletter released • Social media campaigns • Awareness Poll complete, results being analysed • Closure of complex interventions • James Hamilton case media coverage • Q3 stats complete • eCase Awards assistance 			
<p>3. P&I Work Plan</p> <p>2025-26 workplan discussed.</p> <ul style="list-style-type: none"> • Intervention Activity – Discussed at QIM • Awareness Poll – Results received, now being analysed for draft report • Webinars (requesters) – Planning for 2026 • Social Media – Discussed in Comms and Engagement meeting • YRTK Easy Read – Seeking quotes from suppliers • Social Media Procedures Review – An array of platforms are now at our disposal, to be expanded as required • Customer Focussed FOI – Possible webinar topic • New look Annual Report – Report launched • FOI Reform – Bill passed by ministers at stage 1, to be reviewed following general election • Website provider contract – Quote accepted to renew with Union for 2026-27 • Informal Comms guidance – Dependant on SG report 			

<ul style="list-style-type: none"> • SG Intervention (non-corporate messaging) – Report drafting to begin soon • SG Intervention (performance) – Report drafting to begin soon • 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, several universities confirmed. In discussion with Parliamentary Press Association regarding training event • Publication Schemes – Postponed to account for potential FOI Reform Bill considerations • 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. Further work to be discussed with website provider • Webinars (practitioners) – Planning for 2026 • Extension to Care Sector – Care Service consultation group meetings ongoing, current one closes 30 March • Case Studies – Nearly 2 years’ worth of cases have now been collected, process ongoing • Young People’s Project – Delayed to next reporting year • Stats Collection – Q3 collection now complete • 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 • SHEIP – TBC • SOLAR – Next meeting TBC 	<p>PM/BOW/SS</p> <p>EMO</p> <p>PM</p> <p>EMO/CMS</p> <p>CMS</p>	
<p>5. Comms Dashboard</p> <p>SS provided an overview of the Comms dashboard:</p> <ul style="list-style-type: none"> • Website activity spike in January over media comms • Newsletter continues steady growth • Twitter/X slight follower decrease • LinkedIn showing high engagement 		
<p>6. New bodies/publication Scheme Performance</p>	<p>EMO</p>	

<ul style="list-style-type: none"> • Electoral Management Board for Scotland received Royal Assent 29 January 2025. Representation and Reform Act 2025 implemented Nov 2025. • Patient Safety Commissioner took up post 1 September 2025. Seeking confirmation of website progress. • 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 • Expiry Scotland to be added as Section 5 for observation 		
<p>AOB</p> <ul style="list-style-type: none"> • Discussed remaining budget allocation 	All	