

## Policy & Information Monthly Team Meeting - Minute

Tuesday 20 January 2026

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

**Apologies: EM**

	<b>Action by</b>	<b>Due</b>
<p><b>Acronyms</b></p> <div style="display: flex; justify-content: space-between;"> <div style="width: 48%;"> <p>SIC – Scottish Information Commissioner</p> <p>OSIC – Office of the Scottish Information Commissioner</p> <p>BSL – British Sign Language</p> <p>SMT – Senior Management Team</p> <p>FOI – Freedom of Information</p> <p>RSL – Registered Social Landlords</p> <p>SG – Scottish Government</p> <p>SHEIP – Scottish Higher Education Information Practitioners</p> </div> <div style="width: 48%;"> <p>QIM – Quarterly Interventions Meeting</p> <p>TBC – To be confirmed</p> <p>NHS – National Health Service</p> <p>SOLAR – Society of local authority lawyers and administrators Scotland</p> <p>SOLACE – Society of local authority chief executives</p> <p>AOB – Any other business</p> <p>BAU – Business as usual</p> </div> </div>		
<p><b>1. Minutes</b></p> <p>Minutes from the November meeting approved.</p>		
<p><b>2. Celebrating Successes</b></p> <ul style="list-style-type: none"> <li>• December newsletter released</li> <li>• Social media campaigns (Advent calendar)</li> <li>• Practitioner webinars complete</li> <li>• Feedback from webinars very positive</li> <li>• Webinar feedback report complete</li> <li>• Awareness Poll complete, results being analysed</li> <li>• Closure of complex interventions</li> <li>• Ben Harrop case media coverage</li> <li>• Q3 stats open</li> <li>• Q2 QIM completed</li> <li>• eCase Awards nominations closed</li> <li>• eCase FOI26 and MySociety events well received so far</li> </ul>		
<p><b>3. P&amp;I Work Plan</b></p> <p>2025-26 workplan discussed.</p> <ul style="list-style-type: none"> <li>• <b>Intervention Activity</b> – Discussed at QIM</li> <li>• <b>Awareness Poll</b> – Results received, now being analysed for draft report</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> – Seeking quotes from suppliers</li> <li>• <b>Social Media Procedures Review</b> – An array of platforms are now at our disposal, to be expanded as required</li> <li>• <b>Customer Focussed FOI</b> – Possible webinar topic</li> <li>• <b>New look Annual Report</b> – Report launched</li> </ul>		

<ul style="list-style-type: none"> <li>• <b>FOI Reform</b> – Currently at Stage 1 of the legislative process, two consultations completed, and committee evidence-gathering ongoing</li> <li>• <b>Website provider contract</b> – Union contacted for 2026-27 quote</li> <li>• <b>Informal Comms guidance</b> – Dependant on SG report</li> <li>• <b>SG Intervention (non-corporate messaging)</b> – Report drafting to begin soon</li> <li>• <b>SG Intervention (performance)</b> – Report drafting to begin soon</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> – Postponed to account for potential FOI Reform Bill considerations</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. Further work to be discussed with website provider</li> <li>• <b>Webinars (practitioners)</b> – Planning for 2026</li> <li>• <b>Extension to Care Sector</b> – Care Service consultation group meetings ongoing, current one closes 30 March</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> – Delayed to next reporting year</li> <li>• <b>Stats Collection</b> – Q3 collection now live</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 / BOW 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> </ul>		

<ul style="list-style-type: none"> <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 implemented Nov 2025.</li> <li>• Patient Safety Commissioner took up post 1 September 2025. Seeking confirmation of website progress.</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 remaining budget allocation</li> <li>• Discussed potential updates to Interventions webpage</li> </ul>	All	