

Policy & Information Monthly Team Meeting - Minute

Tuesday 24 March 2026

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

Apologies: EM

Acronyms		
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	
	Action by	Due
<p>1. Minutes</p> <p>Minutes from the February meeting approved.</p>		
<p>2. Celebrating Successes</p> <ul style="list-style-type: none"> ● Section 60 Code changes complete – to be laid in parliament ● March Newsletter draft complete ● eCase Award Ceremony ● Completed student training with RGU / Stirling Universities ● Interventions process revamp ● Shetland Tour complete 		
<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 2026/27 ● Social Media – Discussed in Comms and Engagement meeting ● YRTK Easy Read – Supplier quotes being reviewed ● Social Media Procedures Review – Currently posting on X, BlueSky and LinkedIn ● Customer Focussed FOI – Possible webinar topic ● 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 ● SG Intervention (non-corporate messaging) – Report drafting to begin soon 		

<ul style="list-style-type: none"> • SG Intervention (performance) – Report drafting to begin soon • Proactive Publication – Legal costs are now published • Journalist training – Training for student journalists at several universities now completed. 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 now available on the website. Further work to be discussed with website provider • Webinars (practitioners) – Planning for 2026/27 • 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 – Q4 collection coming April • Mini Roadshow – Tour of Shetland complete 		
<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>PM / BOW provided an overview of the Comms dashboard:</p> <ul style="list-style-type: none"> • Website activity increased in March • Newsletter continues steady growth • Twitter/X large follower increase • LinkedIn continuing high engagement 		
<p>6. New bodies/publication Scheme Performance</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. 	<p>EMO</p>	

<ul style="list-style-type: none"> • 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 search assistance for the website 	<p>All</p>	