

Scottish Information Commissioner
Minutes of the Monthly Senior Management Team Meeting
26 January 2023 – by video conference

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.

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Scottish Information Commissioner, Kinburn Castle, Doubledykes Rd, St Andrews, Fife, KY16 9DS

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Present: Scottish Information Commissioner - Daren Fitzhenry (DF) (Chair),
 Head of Corporate Services - Helen Gardner-Swift (HGS),
 Acting Head of Policy & Information - Claire Stephen (CMS),
 Finance and Administration Manager – Liz Berry (LB) (Minutes)

Apologies: Head of Enforcement - Margaret Keyse (MK),
 Finance and Administration Manager – Kim Berry (KB)

Details	Action By	Target Completion Date	Publish Yes / No	Comments
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1. Minutes, action points update and matters outstanding

<p>1.1 Review of minutes – 21/12/2022</p> <ul style="list-style-type: none"> The minutes were approved and will be published with the relevant papers. <p>1.2 Action points update</p> <ul style="list-style-type: none"> No action points outstanding. <p>1.3 Matters outstanding</p> <ul style="list-style-type: none"> CMS will publish a redacted version of the DPIA for the new website by 31/03/23 	CMS	31/03/23	Yes	
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2. Finance Report

<ul style="list-style-type: none"> Deferred – to be considered at a future MSMTM 			N/A	
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3. Information Requests and Reviews

<ul style="list-style-type: none"> The SMT noted: 			Partial	CR and exemptions/
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<ul style="list-style-type: none"> ○ the contents of the Committee Report (CR) ○ the information in this CR has been uploaded to the FOI and EIR Statistics Platform ○ all targets had been met ● The publication recommendations set out in the CR were agreed by the SMT 				<p>exceptions table published in full</p> <p>Summary table published here (Class 7)</p> <p>Outcome of requests table not published – Exemption s38(1)(b)</p>
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4. Subject Access Requests

<ul style="list-style-type: none"> ● The SMT noted: <ul style="list-style-type: none"> ○ the contents of the CR ○ that the information in this CR regarding the number of subject access requests received has been uploaded to the FOI and EIR Statistics Platform ● The publication recommendations set out in the CR were agreed by the SMT 			Partial	<p>CR published in full</p> <p>Summary table published here (Class 7)</p> <p>Outcome of requests table not published – Exemption s38(1)(b)</p>
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5. Health & Safety

<ul style="list-style-type: none"> ● The SMT noted: <ul style="list-style-type: none"> ○ the contents of the CR ○ the assurance provided by the HOCS that the Commissioner is meeting his statutory obligations in respect of employee health and safety, wellbeing and related training (where required) ● The publication recommendations set out in the CR were agreed by the SMT 			No	<p>CR withheld Exemptions s30(b)(ii) and s39(1)</p>
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6. Investigation Performance

<ul style="list-style-type: none"> ● The CR was noted by the SMT ● The publication recommendations set out in the CR were agreed by the SMT 			Yes	<p>CR published in full</p>
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7. Operational Plan Monitoring Report

<ul style="list-style-type: none"> The SMT reviewed the Operational Plan 2022-23 Monitoring Report and agreed it could be published once amendments and updates are included 	All	24/02/2023	Yes	Report published in full – available here
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8. UK GDPR Report

<ul style="list-style-type: none"> The SMT noted the CR The publication recommendations set out in the CR were agreed by the SMT 			Partial	CR published in full
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9. Interventions Report

<ul style="list-style-type: none"> The CR and Q1-Q3 Activity Report (IAR) were noted by the SMT The publication recommendations set out in the CR were agreed subject to amendments in: <ul style="list-style-type: none"> Paragraph 6, 8 and 10 of the CR Paragraph 12,22 and 31 of the IAR CMS noted that producing the IAR is very resource intensive and is looking at how the process can be improved 	CMS	24/02/23	Yes	CR and IAR published in full
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10. Operational Risk Register 2022-23

<ul style="list-style-type: none"> The SMT reviewed the Operational Risk Register 2022-23 (ORR) and updates were discussed and noted HGS will update the ORR 	HGS	24/02/23	No	ORR withheld – Exemptions s30(b)(ii), s30(c) and s39(1)
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11. Strategic Risk Register 2022-23

<ul style="list-style-type: none"> The SMT reviewed the Strategic Risk Register (SRR) 2022-23 and updates were discussed and noted HGS will update the SRR 2022-23 DF will provide Q3 commentary for the SRR 2022-23 	HGS DF	24/02/23 24/02/23	No	SRR withheld – Exemptions s30(b)(ii), s30(c) and s39(1)
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12. Website

<ul style="list-style-type: none"> The SMT noted the CR and the Website Statistics Report (WSR) Q3 2022-23 Report The publication recommendations set out in the CR were agreed by the SMT subject to amendments in the WSR: <ul style="list-style-type: none"> Numbering should not run on from the CR 	CMS	24/02/23	Yes	CR and WSR published in full
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o Paragraph 19, 21 & 22				
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13. Publication Scheme (Commissioner) Assurance Report

<ul style="list-style-type: none"> • The SMT noted the CR • The Commissioner noted the assurance provided by the HOCS that: <ul style="list-style-type: none"> o we are publishing and making accessible as much information as possible in line with our published policies and procedures o the GTI has been reviewed to ensure that the information we are publishing is up to date and that we are publishing as much information as possible o the GRA requirements regarding assurance are met by way of this CR o the related objectives in the Operational Plan 2022-23 relating to the maintenance of a compliant publication scheme and guide to information and, also, assurance reporting have been achieved (that is, Functional area - Information and Records Management, Business as Usual activities 7 and 8). • The publication recommendations set out in the CR were agreed by the SMT. 			Yes	CR published in full
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14. Self-Assessment Tools

• Deferred – to be considered at a future MSMTM			N/A	
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15. Equality Monitoring – Service Users

• HGS confirmed that research is continuing to find suitable software to carry out equalities monitoring with service users and that she will keep the SMT updated			N/A	
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16. Employment Policy Update

<ul style="list-style-type: none"> • The SMT noted the CR • The Commissioner noted the assurance provided by the HOCS • The publication recommendations set out in the CR were agreed by the SMT 			Yes	CR published in full
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17. Review of HR Strategy

• The SMT noted the contents of the CR			Partial	CR published in full
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<ul style="list-style-type: none"> The SMT approved the revised key document C5 Human Resources Strategy and agreed the key document actions The publication recommendations set out in the CR were agreed by the SMT 				Human Response Strategy withheld – Exemption s27
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18. Biodiversity Report

<ul style="list-style-type: none"> This report is due every three years – last report covered 2018-20, next report covering 2021-23 is due in 2024 			N/A	
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19. Strategic Plan 2020-23 (annual review)

<ul style="list-style-type: none"> Deferred – to be considered at a future MSMTM 			N/A	
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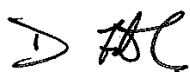
20. Menopause Guidance – key document – Guidance for Managers

<ul style="list-style-type: none"> The SMT noted the contents of the CR and approved the key document, Menopause – Guidance for Managers The SMT also agreed the key document actions The publication recommendations set out in the CR were agreed by the SMT 			Partial	CR published in full Menopause – Guidance for Managers withheld – Exemption s27
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22. AOB

<ul style="list-style-type: none"> No AOB 			N/A	
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Signed off by:



Date: 23 February 2023