

Scottish Information Commissioner
Minutes of the Monthly Senior Management Team Meeting
14 July 2022 – 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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Present: Scottish Information Commissioner - Daren Fitzhenry (DF) (Chair)
 Head of Enforcement - Margaret Keyse (MK)
 Head of Corporate Services - Helen Gardner-Swift (HGS)
 Acting Head of Policy & Information – Claire Stephen (CMS)
 Finance and Administration Manager – Kim Berry (KB) (Minutes)

Apologies: Finance and Administration Manager – Liz Brown (LB)

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 – MSMTM, 29/06/22</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"> • No matters outstanding 			Yes	
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2. Key Documents

<ul style="list-style-type: none"> • Updates were noted and the following areas were discussed: <ul style="list-style-type: none"> ○ Memorandum of Understanding between the Scottish Information Commissioner, the Crown Office & Procurator Fiscal Service and the Chief Constable of the Police Service of Scotland – this has been delayed due to the COVID-19 pandemic, however, progress has 			Partial	<p>Report published with the exception of comments column – Exemptions s30(b)(ii) and s38(1)(b)</p>
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<p>now been made and the draft document is with Police Scotland for comment.</p> <ul style="list-style-type: none"> ○ MK will discuss formatting of briefings with CMS. ● The SMT agreed that the report is published with the exception of the column containing comments 				
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3. Operational Plan 2022-23 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 the following amendments are made: <ul style="list-style-type: none"> ○ Quality Assurance – item 6 should be on track (OT) ○ Regulation & Enforcement – item 11 should be OT ● MK will update the report 			Yes	Report published in full – available here
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4. Governance Reporting – assurance report

<ul style="list-style-type: none"> ● The SMT noted: <ul style="list-style-type: none"> ○ the CR ○ that 39 of 42 the reporting measures set out in the Governance Reporting Arrangements (GRA) were achieved in full, one was partially met and two have not been complied with ○ the assurance that, taking account of the number of measures that have been met and the reasons for the small number of reporting measures that have been partially met or not met, the GRA have been complied with in 2021-22 ● The SMT: <ul style="list-style-type: none"> ○ approved the GRA 2022-23 ○ agreed the publication recommendations for the CR and the GRA 2022-23 as set out in paragraph 19 			Partial	CR published in full Governance Reporting Arrangements 2022-23 withheld – Exemption s27
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5. Internal Audit Policy 2022-23 and Internal Audit Plan 2022-23 to 2024-25

<ul style="list-style-type: none"> ● The SMT noted the CR and approved <ul style="list-style-type: none"> ○ the draft Internal Audit Policy (the IA Policy) 2022-23 			Partial	CR published in full
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<ul style="list-style-type: none"> ○ the draft Internal Audit Plan 2022-23 to 2024-25 (the IA Plan) subject to the following: <ul style="list-style-type: none"> ▪ the reference to “Collection” Year 3 FOI Statistics be deleted ▪ deletion of references to strategic risk ○ key document actions set out in paragraphs 19 and 20 ● The SMT approved the publication arrangements as set out in paragraph 23 of the CR subject to the amendments noted above. 				<p>Internal Audit Policy 2022-23 withheld – Exemption s27</p> <p>Internal Audit Plan 2022-23 to 2024-25 withheld – Exemption s27, s30(b)(ii), s30(c) and s39(1)</p>
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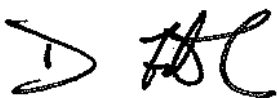
6. Draft Annual Report and Accounts (ARA) – Performance Report

<ul style="list-style-type: none"> ● Deferred to the QSMTM Q1 (August) 			N/A	N/A
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7. AOB

<ul style="list-style-type: none"> ● Extension of Transparency in Supply Chain (TISC) – inclusion of Scottish Public Bodies – Scottish Government consultation ● The SMT noted <ul style="list-style-type: none"> ○ the email received from Scottish Government, 27 June 2022 ○ the TISC reporting requirements apply to organisations with an annual budget of £36 million or more and, therefore, do not apply to the Scottish Information Commissioner ○ the transparency the consultation/proposal would provide ● The SMT agreed that no response is required 			N/A	N/A
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Signed off by:



Date: 25/08/2022