

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

NOTE TO READER:

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

Apologies: 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 – QSMTM Q4, 27/04/2023 and 24/05/2023</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. 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 subject to one change on the Comms, Engage and Policy worksheet 	CMS	02/06/23	Yes	Report published in full – available here
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3. Operational Plan 2023-24 Monitoring Report

• Deferred to the next MSMTM			N/A	
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4. Operational Risk Register 2023-24

• Deferred to the next MSMTM			N/A	
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5. Governance Reporting – assurance report

• Deferred to the next MSMTM			N/A	
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6. Interventions Report

<ul style="list-style-type: none"> The Committee Report (CR) and the Interventions Activity Report 2022-23 (IAR) were noted by the SMT The publication recommendations set out in the CR were agreed subject to: <ul style="list-style-type: none"> a correction in paragraph 10 of the CR clarification in the Section 65 paragraph of the IAR 	CMS	23/06/23	Yes	CR and IAR published in full
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7. Communication and Engagement Framework

<ul style="list-style-type: none"> The SMT: <ul style="list-style-type: none"> noted the CR and the annual report of performance in 2022-2023 against the measures Communication and Engagement Framework 2020-2024 agreed the publication recommendation in paragraph 66 			Yes	CR published in full
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8. Key documents - visual identity guidance documents review dates

<ul style="list-style-type: none"> The SMT considered the CR CMS noted that there have been no substantive changes to the current version of the key document, only small amendments to reflect current practices and a couple of formatting issues have still to be resolved now that this document has been converted to a Word format The SMT approved the revised draft key document C2 Visual Identity Guidelines and the minor changes which included: <ul style="list-style-type: none"> the addition of a new font addition of some accessibility guidance 	CMS	23/06/23	Yes	CR published in full
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<ul style="list-style-type: none"> • revision of our approach to including photographs of people • the SMT also approved one further change on page 17 of the revised draft key document to clarify procedures around decision notices • The SMT agreed the following: <ul style="list-style-type: none"> • the key document actions set out in the CR subject to the formatting issues being resolved • the CR is published as set out in paragraph 14 				
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9. British Sign Language - Action Plan – report and review

<ul style="list-style-type: none"> • The SMT noted: <ul style="list-style-type: none"> • the CR and the review and report for 2022-23 • that a revised BSL plan is required by 23 October 2023 and the Operational Plan 2023-24 should be updated to include this • The SMT agreed that no revisions are made to the BSL Plan at this time and that resources should be focussed on the three outstanding commitments as set out in the report. • As regards the outstanding commitment relating to providing staff with an opportunity to learn BSL, HGS suggested that managers should consider this when discussing forward work plans with their teams as part of the Performance and Development Framework arrangements • The SMT agreed the publication recommendation in paragraph 20 			Yes	CR published in full
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10. Key document – FOISA Guidance; Vexatious or repeated requests; Frivolous or vexatious applications

<ul style="list-style-type: none"> • The SMT: <ul style="list-style-type: none"> • approved the changes to the key document • agreed the key document actions as set out in the CR • agreed the publication recommendations set out paragraphs 17 and 18 • MK will review the EIRs guidance on 10(4)(b): Manifestly unreasonable requests to ensure it accords with the revised key document 			Partial	CR published in full Key document withheld – S27(1)
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11. Recruitment - Deputy Head of Enforcement

<ul style="list-style-type: none"> Deferred – considered at a SMT meeting on 13 June 2023 – see minute below 				
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12. AOB

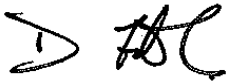
<ul style="list-style-type: none"> Training request email: <ul style="list-style-type: none"> The SMT discussed the request and CMS will follow this up with the organisation 	CMS	23/06/2023	N/A	
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SMT – meeting (MS Teams) – 13 June 2023

<p><u>CR - Recruitment - Additional Deputy Head of Enforcement (DHOE) (circulated by email)</u></p> <ul style="list-style-type: none"> The SMT <ul style="list-style-type: none"> agreed the restructure of the Enforcement team to include an additional Grade 5 DHOE post approved the recruitment of a DHOE, taking the total number of DHOE posts to three agreed that an internal recruitment exercise be carried out (as set out in the CR) and that a recruitment action plan be prepared by the Head of Corporate Services (HOCS)/the Finance and Administration Manager (FAM) with the aim of advertising the post internally to seek expressions of interest as soon as is practicable The SMT agreed that the CR is not published as set out in paragraph 36. 	HOCS/FAM	07/07/23	No	CR not published – 30(b)(ii) of FOISA
<p><u>CR - Restructure of the Policy and Information Team to include Deputy Head of Policy and Information (DHOP) and Recruitment of DHOP</u></p> <ul style="list-style-type: none"> The SMT <ul style="list-style-type: none"> agreed the restructure of the Policy and Information (P and I) team to include a Grade 5 DHOP post approved the business case for the recruitment of a DHOP agreed that an internal recruitment exercise be carried out (as set out in the CR) and that a recruitment action plan be prepared by the Head of Corporate Services (HOCS)/the Finance and Administration Manager (FAM) 	HOCS/FAM	07/07/23	No	CR not published – 30(b)(ii) of FOISA

<p>with the aim of advertising the post internally to seek expressions of interest as soon as is practicable</p> <ul style="list-style-type: none">• The SMT agreed that the CR is not published as set out in paragraph 28.				
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Signed off by:



Date: 12 July 2023