

Scottish Information Commissioner
Minutes of the Monthly Senior Management Team Meeting
21 December 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 indicate the exemption that is applied at the time of the decision.

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Scottish Information Commissioner, Kinburn Castle, Doubledykes Rd, St Andrews, Fife, KY16 9DS
 Tel: 01334 464610

enquiries@itspublicknowledge.info

Present: Scottish Information Commissioner – David Hamilton (DH) (Chair)
 Head of Corporate Services - Helen Gardner-Swift (HGS)
 Head of Enforcement – Euan McCulloch (EM)
 Head of Policy & Information – Claire Stephen (CMS)
 Finance and Administration Manager – Kim Berry (minutes)

Apologies: Finance and Administration Manager – Liz Brown

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, 04/12/23</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"> • CMS will update the Workforce Planning 2023-24 Monitoring Report as noted at item 4 • MS Teams guidance re: use of chat facility to be updated • Staff Survey – DH circulated a draft staff survey for consideration by SMT. <ul style="list-style-type: none"> ○ DH is keen to move forward with this which involves and empowers staff in the culture and direction of the organisation. ○ Following discussion, it was agreed that: 	<p>CMS</p> <p>HGS</p>	<p>12/01/24</p> <p>12/01/24</p>	<p>Yes</p>	
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<ul style="list-style-type: none"> ▪ SMT to provide comments on the draft survey to DH ▪ the survey will be carried out at the start of 2024 ▪ the survey would be anonymous ▪ the survey is non-compulsory ▪ the equality impact of the survey will be assessed by DH prior to issue ▪ aggregated results will be fed back to staff <p>1.3 Matters outstanding</p> <ul style="list-style-type: none"> • none 	SMT	15/01/24		
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2. Key Documents

<p>The SMT considered the list of key documents due and forthcoming to 30 September 2024</p> <ul style="list-style-type: none"> • DH expressed his concern that managing key documents has a huge cost in terms of time and taking resources away from core functions. • Following discussion, it was agreed that: <ul style="list-style-type: none"> ○ HGS and KB would meet to discuss the options available to allow a review of the process ○ SMT would think about the approach to the publication scheme ○ the SMT would revisit this topic in Q4 	HGS/ KB	13/02/24	Partial	Report published with the exception of comments column – Exemptions s30(b)(ii) and s38(1)(b)
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3. Operational Risk Register 2023-24

<ul style="list-style-type: none"> • The SMT reviewed the Operational Risk Register (ORR) 2023-24 and updates were discussed and noted • HGS will update the ORR following the meeting 	HGS	09/02/24	No	ORR withheld – Exemptions s30(b)(ii), s30(c) and s39(1)
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4. British Sign Language Plan – 2018-2023 (final review and report)

<ul style="list-style-type: none"> • The Senior Management Team (SMT) reviewed and noted the contents of this report and: 			Y	CR published in full
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<ul style="list-style-type: none"> ○ agreed the continuation of the existing plan until April 2024 in light of the recent publication of the National Plan and noted that a revised BSL plan 2024 - 2029 should be in place by May 2024. ○ noted the progress with regard to the existing commitments from 2018 - 2023 BSL plan and the remaining actions required. ○ agreed that no revisions are made to the BSL Plan at this time, but resources are focussed on three outstanding commitments as set out in the report. ○ agreed the publication recommendation 				
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5. Strategic Plan 2024-28 (no paper)

<ul style="list-style-type: none"> • The Commissioner updated the SMT on progress 				
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6. AOB

<ul style="list-style-type: none"> • None 				
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Signed off by:



Date: 14/02/2024