

Scottish Information Commissioner
Minutes of Monthly Senior Management Team Meeting*
22 January 2024 – by video conference

- Additional Senior Management Team (SMT) meeting to consider and make decisions regarding some critical, operational and time-sensitive matters.

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
 Fax: 01334 464611
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) (Minutes)

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

Details	Action By	Target Completion Date	Publish Yes / No	Comments
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1. Additional resource

<ul style="list-style-type: none"> • The SMT considered the Committee Report and agreed the additional resource required, subject to HGS checking figures within paper. 	HGS	22/01/2024	No	Section 30(b)(ii)
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2. Contingency bid

<ul style="list-style-type: none"> • The SMT considered the Committee Report and the proposed contingency funding bid was agreed. 			No	Section 30(b)(ii)
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<ul style="list-style-type: none"> HGS to provide comments. 	HGS	23/01/2024		
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3. Strategic plan 2024-2028 (no paper)

<ul style="list-style-type: none"> DH requested comments by close of play on 26/01/2024. Strategic plan to be circulated for consultation w/c 29/01. HGS/DH to consult with other office holders re. cost estimates 	SMT	26/01/2024	No	Section 30(b)(ii)
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4. Commissioner's landscape consultation (no paper)

<ul style="list-style-type: none"> SMT agreed consultation response will be provided. CMS to prepare working document. DH to discuss with other office holders. Consultation closes on 11 March 2024. 			N/A	N/A
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5. Statistics portal - contingency funding – phase 2 website project (no paper)

<ul style="list-style-type: none"> Due to initial costings, alternatives to be considered. Work unlikely to progress in this financial year – SPCB to be advised that £50k of contingency will not be required this financial year. 	DH/HGS			N/A
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6. AOB

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



Date: 14/02/2024