

**Scottish Information Commissioner**  
**Minutes of Monthly Senior Management Team Meeting**  
**27 March 2024**

**NOTE TO READER:**

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Scottish Information Commissioner, Kinburn Castle, Doubledykes Rd, St Andrews, Fife, KY16 9DS  
 Tel: 01334 464610  
[enquiries@itspublicknowledge.info](mailto:enquiries@itspublicknowledge.info)

Present: Scottish Information Commissioner – David Hamilton (DH) (Chair)  
 Head of Policy & Information – Claire Stephen (CMS)  
 Finance and Administration Manager – Liz Brown (LB)  
 Finance and Administration Manager – Kim Berry (KB) (Minutes)

Apologies: Head of Corporate Services - Helen Gardner-Swift (HGS)  
 Head of Enforcement – Euan McCulloch (EM)

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

<p><b>1.1 Review of minutes – MSMTM, 08/03/24</b></p> <ul style="list-style-type: none"> <li>• the minutes from the previous meeting were not available therefore the SMT reviewed the agenda for that meeting and noted the action points update and matters arising detailed below</li> <li>• the minutes will be available for review and approval at the next meeting on 27 March 2024</li> </ul> <p><b>1.2 Action points update</b></p> <ul style="list-style-type: none"> <li>• items 4 Interventions Report and 6 Employment Policy update are now deferred to the Q4 QSMTM in April</li> </ul> <p><b>1.3 Matters outstanding</b></p> <ul style="list-style-type: none"> <li>• Strategic Risk Register 202324               <ul style="list-style-type: none"> <li>○ EM to include comments on risk 5a</li> </ul> </li> </ul>	EM		N/A	
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<ul style="list-style-type: none"> <li>Equality monitoring – service users – HGS confirmed that considering this further and due to submit note to the SMT</li> </ul>	HGS			
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## 2. Operational Plan Monitoring 2023-24

<ul style="list-style-type: none"> <li>The SMT reviewed the Operational Plan 2023-24 Monitoring Report (the Report)</li> <li>A number of updates were discussed and agreed to the Information Management, Planning &amp; Reporting and Communications sections</li> <li>KB to update the report as discussed</li> <li>The SMT agreed the Report could be published following update</li> <li>A new Operational Plan for 2024-25 to be created and circulated to SMT for comment</li> </ul>	KB	05/04/24	Yes	Report published in full – available <a href="#">here</a>
	LB	12/04/24		

## 3. Operational Risk Register 2023-24 (ORR)

<ul style="list-style-type: none"> <li>The ORR was reviewed and updates agreed</li> <li>DH will update the register following the review</li> </ul>	DH	05/04/24	No	ORR withheld – Exemptions s30(b)(ii), s30(c) and s39(1)
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## 4. Internal Audit Report – Overall Financial Controls

<ul style="list-style-type: none"> <li>The SMT noted: <ul style="list-style-type: none"> <li>receipt of the report and the findings set out in the report</li> <li>the recommendation and management response set out in the report</li> <li>the report will be shared with the Advisory Audit Board (AAB)</li> </ul> </li> <li>The publication recommendations set out in the CR were agreed by SMT</li> </ul>			Partial	CR – published in full  Internal Audit Report withheld – Exemption s30(b)(ii)
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## 5. Employment Policy Update

<ul style="list-style-type: none"> <li>Deferred to next MSMTM/QSMTM</li> </ul>			N/A	N/A
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## 6. AOB

<ul style="list-style-type: none"> <li>Amendment to working hours bandwidth – following an enquiry from a member of staff, it was discussed if the bandwidth for staff starting work each day could be amended from 7am to 6am.</li> </ul>				
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<ul style="list-style-type: none"><li>• It was agreed that, in order to consider this fully, advice would be required on the working time regulations and the potential implications of unsociable/night working hours.</li><li>• KB to obtain advice from Worknest for discussion at a future MSMTM</li></ul>	KB	30/04/24		
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**Signed off by:**



**Date:** 30 April 2024