

2. Information Requests and Reviews, including Assurance Statement

<ul style="list-style-type: none"> • The SMT noted: <ul style="list-style-type: none"> ○ the Committee Report (CR), including the assurance statement ○ the information in the CR has been uploaded to the FOI and EIR statistics platform. • The SMT agreed the publication recommendations. • DH also noted that: <ul style="list-style-type: none"> ○ he was interested in the number of requests being dealt with by similar sized public bodies, and ○ the strategic review being carried out will look at how we deal with requests made to this office. 			Partial	<p>CR and exemptions/ exceptions table published in full</p> <p>Summary table published here (Class 7)</p> <p>Outcome of requests table not published – Exemption s38(1)(b)</p>
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3. Subject Access Requests

<ul style="list-style-type: none"> • The SMT noted: <ul style="list-style-type: none"> ○ the CR ○ the information in the CR regarding the number of subject access requests received has been uploaded to the FOI and EIR statistics platform. • The SMT agreed the publication recommendations. • This quarterly committee report will now include details of all personal data requests. 			Partial	<p>CR published in full</p> <p>Summary table published here (Class 7)</p> <p>Outcome of requests table not published – Exemption s38(1)(b)</p>
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4. Service Standards – Compliments/Complaints

<ul style="list-style-type: none"> • The SMT noted the contents of the CR. • The publication recommendations were agreed. 			Partial	<p>CR published in full</p> <p>2 supporting papers – Exemption s38(1)(b)</p>
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5. Enquiries Service

<ul style="list-style-type: none"> • The SMT noted the CR and agreed the publication recommendations. <ul style="list-style-type: none"> ○ DH would like a rationalised report for future QSMTM's. 			Yes	<p>CR published in full</p>
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6. Website

<ul style="list-style-type: none"> Deferred to QSMTM Q4 Part 2 			N/A	N/A
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7. Quality Assurance – Investigations

<ul style="list-style-type: none"> Report not required for 2023-24 but remains in Governance Reporting Arrangements (GRA) and QSMTM agendas until a review of arrangements is carried out in September 2024-25. 			N/A	N/A
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8. Key Documents

<ul style="list-style-type: none"> The key document spreadsheet was reviewed, and updates were provided by the meeting attendees. It was agreed that the following documents do not need to be classified as key documents: <ul style="list-style-type: none"> Model Induction Manual VC179950 as this should be a template Carbon Footprint Update Procedures VC156913 KB will update the spreadsheet and the Register of Key Documents DH will carry out a review of the following documents: <ul style="list-style-type: none"> Register of Interest Policy & Guidance VC142876 References Policy and Procedure VC142878 The Memorandum of Understanding between the Scottish Information Commissioner, the Crown Office & Procurator Fiscal Service and the Chief Constable of the Police Service of Scotland is due to be signed. CMS will ask the DHOE's to review the key documents where the Head of Enforcement is the responsible manager. The SMT agreed that the report is published with the exception of the column containing comments 	KB	31/05/24	Partial	Report published with the exception of comments column – Exemptions s30(b)(ii) and s38(1)(b)
	DL	31/05/24		
	CMS	31/05/24		

9. UK GDPR

<ul style="list-style-type: none"> The SMT agreed that the GDPR working party should be disbanded. A final meeting will be held to agree ownership of any outstanding actions. 			N/A	N/A
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10. Interventions Report

<ul style="list-style-type: none"> Deferred to QSMTM Q4 Part 2 			N/A	N/A
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11. Workforce Plan Monitoring Report

<ul style="list-style-type: none"> The SMT discussed the Q4 section of 23/24 report. CMS will update the HOPI and HOE sections and then the 23/24 report will be signed off for the year. A new approach for 24/25 is being considered: DH wants to look forward rather than back when reviewing the report and will create a draft report in a different format KB will find the auditors recommendations on workforce planning and forward to DH. The SMT agreed the publication of this report with the exception of the comments column. 	CMS	31/05/24	Partial	Report published with the exception of comments column – Exemptions s30(b)(ii) and s38(1)(b)
	DH	31/05/24		
	KB	31/05/24		

12. Strategic Risk Register 2023-24

<ul style="list-style-type: none"> DH will add his commentary to close the 23/24 register off. DH has drafted the 24/25 strategic risk register (SRR) and explained his approach. He asked the SMT to review the scores before the next QSMTM. The SRR feeds into the operational risk register which DH will draft for discussion at the next SMT meeting. 	DH	10/05/24	No	SRR withheld – Exemptions s30(b)(ii), s30(c) and s39(1)
	SMT	Q2 QSMTM		
	DH	06/2024		

13. Information and Records Management

<ul style="list-style-type: none"> Deferred to QSMTM Q4 Part 2 			N/A	N/A
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14. Equalities Monitoring – Staff

<ul style="list-style-type: none"> The report was noted by the SMT. The SMT agreed that it was difficult to pull any key actions from the results as the response rate was low. KB will look at the questions asked and the purpose of the survey and report back to the SMT at the next MSMTM. 	KB	06/2024	Partial	CR published in full Supporting papers – Exemption s38(1)(b)
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<ul style="list-style-type: none"> The publications recommendations were agreed 				
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15. British Sign Language - Action Plan – report and review

<ul style="list-style-type: none"> Deferred to QSMTM Q4 Part 2 			N/A	N/A
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16. Employment Policy Update

<ul style="list-style-type: none"> Deferred to QSMTM Q4 Part 2 			N/A	N/A
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17. Office Christmas/New Year closure

<ul style="list-style-type: none"> The dates the office will close over Christmas and New Year was discussed. Dates proposed: <ul style="list-style-type: none"> The office premises will close on Thursday 19th December 2024 and will reopen on Monday 6th January 2025 Staff can work from home on Friday 20th, Monday 23rd and ½ day on Tuesday 24th December, before returning on Monday 6th January, however the SMT will encourage staff to take annual leave from close of business on Friday 20th December. This will be communicated to staff 	KB	25/06/24	N/A	N/A
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18. AOB

<p>Employee Handbook</p> <ul style="list-style-type: none"> DH has updated the Employee Handbook to remove reference to the term 'remote working' when 'hybrid working' should be used. LB will check for other guidance in VC that refers to remote working and update A correction to paragraph 86 is required which DH will update. Clarification on carry forward of leave will also be added to the Handbook and DH will email all staff to remind them to take leave due before the end of August. <p>Laptops and mobile phones during absence</p> <ul style="list-style-type: none"> The SMT have agreed that if a member of staff is going to be off for more than 4 weeks then remote access to the network should be restricted – this is for security reasons. 	DH LB DH DH	10/05/24 30/05/24 10/05/24 30/05/24	N/A	N/A
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<ul style="list-style-type: none"> If a member of staff is going to be off for more than 3 months then the laptop and mobile phone should be returned to the office to ensure they are being kept up to date. This is at the discretion of the line manager and can be discussed with a member of the SMT LB to consider what policy these procedures should be included in and how this can be implemented. <p>Line management training</p> <ul style="list-style-type: none"> CMS/KB to consider approach 	LB	30/05/24		
	CMS/KB	30/05/24		

31 May 2024 Part 2

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

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

19. Finance Report

<ul style="list-style-type: none"> The Committee Report (CR) and the Financial Summary – Variance Analysis as at 31 March 2024 were noted by the SMT DH and KB will carry out a review of this report and agree any changes that may be required from Q1 24/25 onwards The SMT agreed the publication recommendations 	DH/KB	Before the next QSMTM	Yes	CR published in full Finance Report available here
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20. Sickness Absence

<ul style="list-style-type: none"> The CR was noted The SMT agreed that: <ul style="list-style-type: none"> the issues arising in relation to ill health absence levels are known and mitigations are in place there were no issues in relation to the variance between the Commissioner’s statistics and the national statistics which require further action The SMT agreed the publication recommendations. 			Partial	CR published with the exception of paragraphs 9 & 10 - Exemption s38(1)(b) Paper 1 – published in full Paper 2 – withheld - Exemption s38(1)(b)
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21. Statement of Expenditure – Public Services Reform Act 2010 (PSRA)

<ul style="list-style-type: none"> • The SMT noted the CR. • The SMT approved the PSRA Annual Expenditure Statement 2023-24, subject to KB: <ul style="list-style-type: none"> ○ checking the figures provided against External Consultancy/Anderson Strathern under External Consultancy ○ updating the description under Hospitality & Entertainment • When reviewing the Statement, the SMT agreed that our internal guidance should be reviewed as our interpretation of what is likely to be in scope of public relations may be too broad • The SMT agreed the publication recommendations, subject to the change and check of the Statement 	KB CMS	25/06/24 25/06/24	Partial	CR published in full PRSA Annual Expenditure Statement 2022-23 withheld – Exemption s27
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22. Investigations Performance

<ul style="list-style-type: none"> • The SMT noted the CR and the following points were agreed: <ul style="list-style-type: none"> ○ Para 7 has a typo ○ The SMT will review the report to make sure it reflects the current work patterns ○ An additional paragraph will be added after para 22 to detail what measures have been put in place since the start of Q3 23/24 • The publication recommendations were agreed, subject to the required changes being made 	CMS SMT CMS	25/06/24 Before the next QSMTM 25/06/24	Yes	CR published in full
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23. Website

<ul style="list-style-type: none"> • The SMT noted the CR and agreed that future reporting on website performance is integrated into our Communications Strategy report • The Governance Reporting Arrangements 24/25 will be updated to reflect this • The SMT agreed the publication recommendations 	CMS	25/06/24	Yes	CR and Website Statistics Report 2023-24 published in full
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24. Interventions Report

<ul style="list-style-type: none"> • Deferred to next MSMTM 			N/A	N/A
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25. Time take to pay suppliers

<ul style="list-style-type: none"> The SMT noted the CR and agreed the publication recommendations 			Yes	CR published in full
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26. Workforce Trends 2022-23

<ul style="list-style-type: none"> The CR was noted by the SMT and the following discussed: <ul style="list-style-type: none"> Para 5 is to be amended This report can now be incorporated into Workforce Planning 24/25 and the Governance Reporting Arrangements will be updated to reflect this The SMT agreed the publication recommendations 	DH	25/06/24	Yes	CR published in full
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27. Sustainable Growth Statement (PSR) and Sustainable Development Carbon Footprint

<ul style="list-style-type: none"> The SMT noted the CR The SMT approved the draft Statement on Sustainable Growth 2023-24 for publication, subject to an addition to para 5 to make mention of the: <ul style="list-style-type: none"> continuation of hybrid working and how we encourage staff to travel using low carbon options The SMT agreed the publication recommendations, subject to the additional text in the Statement 	KB	25/06/24	Yes	CR published in full Statement on Sustainable Growth 2023-24 published in full – available here
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28. Quality Assurance - Enquiries

<ul style="list-style-type: none"> Deferred to next MSMTM 			N/A	N/A
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29. Information and Records Management

<ul style="list-style-type: none"> Deferred to next MSMTM 			N/A	N/A
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30. Publication Schemes (PAs)

<ul style="list-style-type: none"> The SMT noted the CR It was agreed to update the wording in para 5 to reflect the position with the Scottish Pub Code Adjudicator The SMT agreed the publication recommendations, subject to the change 	CMS	25/06/24	Yes	CR published in full
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31. Communication Strategy

<ul style="list-style-type: none"> Deferred to next MSMTM 			N/A	N/A
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32. British Sign Language - Action Plan – report and review

<ul style="list-style-type: none"> Deferred to next MSMTM 			N/A	N/A
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33. Employment Policy Update

<ul style="list-style-type: none"> Deferred to next MSMTM 			N/A	N/A
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34. Risk Management Annual Assurance Report

<ul style="list-style-type: none"> The SMT discussed the actions to be taken to provide this assurance: <ul style="list-style-type: none"> DH will review the Risk Management Policy The SMT will review and approve the Operational Risk Register The Strategic Risk Register was approved. Key document actions to be completed Once these actions are complete DH will provide the assurance and submit a CR at an MSMTM 	DH	25/06/24	N/A	N/A
	SMT	25/06/24		
	?	25/06/24		

35. Prescribed Persons (Reports on Disclosure of Information) Regulations 2017

<ul style="list-style-type: none"> The SMT noted the CR The SMT approved the report set out in Appendix A for publication The SMT agreed the publication recommendations 			Yes	CR published in full Report in Appendix A available here
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36. AOB

Draft Operational Plan 24/25 <ul style="list-style-type: none"> CMS will consider P&I and Enforcement areas KB/LB will consider CST areas DH will then review To be added to the agenda for the next MSMTM 	CMS	14/06/24	N/A	N/A
	LB/KB	14/06/24		
	DH	25/06/24		
	LB	07/05/24		
Draft Governance Reporting Arrangements <ul style="list-style-type: none"> To be reviewed by SMT and KB/LB and considered at the next MSMTM 	SMT/ KB/LB	25/06/24		

Signed off by:



Date: 12 July 2024