KEY DOCUMENT REVIEWS OVERDUE/FORTHCOMING TO 31 September 2024

Sorted by 1. Responsible Manager; 2. Date next planned review (oldest first)

C5	Carbon Footprint Update Procedures	156913	Procedure	HOCS	FAM	3 - Yearly	Mar-24	B
C1	Memorandum of Understanding between the Keeper of the Records of Scotland and SIC - in relation to transfer of records	37724	Pol&Pro	SMT	HOCS	As required	Oct-24	B
C5	File Plan and Retention Schedule	72711	Procedure	SMT	HOCS	Annual	Mar-21	B
C5	Health and Safety Policy and Handbook	153701	Pol&Pro	SMT	HOCS	Annual	Jun-23	B
C5	Health and Safety Policy and Handbook readacted version for publication	153703	Pol&Pro	SMT	HOCS	Annual	Jun-23	B
C1	Register of interests policy and guidance	142876	Policy	SMT	HOCS	3 - Yearly	Dec-23	B
C5	References Policy and Procedure	142878	Pol&Pro	SMT	HOCS	3 - Yearly	Dec-23	B
C5	Model Induction Manual	179950	Manual	SMT	HOCS	Annual	Jan-24	B
C1	2023-24 C Stephen register of interests declaration form	185819	Form	HOCS	HOCS	Annual	Apr-24	B
C1	Operational Plan 2023-24	188902	Plan	SMT	HOCS	Annual	Apr-24	A
C1	2023-24 E McCulloch Register of Interests Declaration Form	194905	Form	HOCS	HOCS	Annual	Apr-24	B
C1	2023-24 D Hamilton Register of Interests Declaration Form	197608	Form	HOCS	HOCS	Annual	Apr-24	B
C1	Statement on Sustainable Growth 2022-23	195683	Statement	SMT	HOCS	Annual	May-24	B
C5	Workforce Plan	188914	Plan	SMT	HOCS	Annual	May-24	
C1	Governance Reporting Arrangements	191425	Procedure	SMT	HOCS	Annual	Jun-24	B
C5	Information and Records Management Policy	153689	Pol&Pro	SMT	HOCS	Annual	Jul-24	B
C5	Information and Records Management Handbook	153684	Procedure	SMT	HOCS	3 - Yearly	Jul-24	B
C1	Internal Audit Policy 2023-24	196789	Policy	SMT	HOCS	Annual	Aug-24	
C1	Internal Audit Plan 2023-24 - 2025-26	196785	Plan	SMT	HOCS	Annual	Aug-24	
C1	Internal Audit Plan 2023-24 - 2025-26 Redacted for publication	196787	Plan	SMT	HOCS	Annual	Aug-24	
C1	Memorandum of Understanding between the Scottish Information Commissioner, the Crown Office & Procurator Fiscal Service and the Chief Constable of the Police Service of Scotland (unsigned)	35562	Pol&Pro	SIC	HOE	As required	May-18	B
C2	FOISA Exemption Guidance Section 38: Personal Information	131223	Briefing	SMT	HOE	3 - Yearly	Jul-21	A
C2	EIRs Guidance Regulation 11: Personal Data	131225	Briefing	SMT	HOE	3 - Yearly	Jul-21	A
C2	Guidance on Information requests verbal, telephone and email	110251	Briefing	SMT	HOE	3 - Yearly	Nov-21	A
C5	Privacy Notice: investigations for law enforcement purposes	114477	Procedure	SMT	HOE	3 - Yearly	Feb-22	A
C2	Responding to Re-use requests: Guidance and Procedures v02	116630	Procedure	SMT	HOE	3 - Yearly	Mar-22	B
C2	DPIA: Review of Investigations Handbook	123386	DPIA	SMT	HOE	Annual	Jul-22	
C2	EIRs Guidance: Guidance for bodies not subject to the Freedom of Information (Scotland) Act 2002	123372	Briefing	SMT	HOE	3 - Yearly	Aug-22	A
C2	Validation in the Validation Officer's Absence	76527	Procedure	HOE	HOE	2 - Yearly	Aug-22	B
C2	EIRs Guidance Charging for environmental information	131227	Briefing	SMT	HOE	3 - Yearly	Jan-23	A
C2	FOISA/EIRs Guidance: does FOI law give a right to information or to copies of documents?	131238	Briefing	SMT	HOE	3 - Yearly	Feb-23	A
C2	FOISA Exemption Guidance Section 17: Information not held v01	132519	Briefing	SMT	HOE	3 - Yearly	Feb-23	A
C2	FOISA/EIRs Information requests: the name of the requester or applicant	131276	Briefing	SMT	HOE	3 - Yearly	Feb-23	A
C2	EIRs Guidance Regulation 10(4)(a): Information not held v01	132526	Briefing	SMT	HOE	3 - Yearly	Feb-23	A
C2	FOISA/EIRs guidance: Content of notices	140247	Briefing	SMT	HOE	3 - Yearly	Oct-23	A
C2	FOISA/EIRs Guidance: Differences between FOISA and the EIRs v02	140250	Briefing	SMT	HOE	3 - Yearly	Oct-23	A
C2	EIRs Guidance Regulation 10(5)(f): Third party interests v02	152079	Briefing	SMT	HOE	3 - Yearly	May-24	A
C2	Policy on seeking legal expenses	150675	Policy	SIC	HOE	3 - Yearly	May-24	A
C2	EIRs Guidance Regulation 10(5)(a): International relations, defence, etc.	150681	Briefing	SMT	HOE	3 - Yearly	May-24	A
C2	C2 EIRs Guidance: What is environmental information?	150684	Briefing	SMT	HOE	3 - Yearly	May-24	A
C2	EIRs Guidance Regulation 10(5)(b): Course of justice, ability to receive a fair trail, etc.	150690	Briefing	SMT	HOE	3 - Yearly	May-24	A
C2	EIRs Guidance Regulation 10(5)(g): Protection of the environment v01	150695	Briefing	SMT	HOE	3 - Yearly	May-24	A
C2	EIRs Guidance Regulation 10(4)(e): Internal communications v01	152075	Briefing	SMT	HOE	3 - Yearly	May-24	A
C5	Data Protection Safeguards Policy: Appropriate Policy Document	172240	Procedure	SMT	HOE	2 - Yearly	May-24	A
C2	EIRs Guidance Regulation 10(4)(c): Requests which are too general v01	152797	Briefing	SMT	HOE	3 - Yearly	Jun-24	A
C2	EIRs Guidance Regulation 10(5)(c): Intellectual property rights v01	153221	Briefing	SMT	HOE	3 - Yearly	Jun-24	A
C2	C2 EIRS Guidance: Introduction to the EIRs	153693	Briefing	SMT	HOE	3 - Yearly	Jun-24	A
C2	C2 EIRs Guidance: Which bodies are covered by the EIRs?	153697	Briefing	SMT	HOE	3 - Yearly	Jun-24	A
C2	Investigations Handbook	123335	Procedure	SMT	HOE	4 - Yearly	Aug-24	A

Withheld - Exemptions s30(b)(ii) and s38(1)(b)

C1	2014 05 26 Memorandum of Understanding with the Keeper of the Records of Scotland (regulatory function) - SIGNED	43175	Pol&Pro	SMT	HOPI	5 - Yearly	Apr-18	A
C2	Setting up your FOI function: Guidance for Scottish public authorities new to FOI	68181	Tool	SMT	HOPI	Annual	Apr-18	B
C2	Setting up your FOI function: Checklist for Scottish public authorities new to FOI	68189	Tool	SMT	HOPI	Annual	Apr-18	B
C5	Visual identity, style and formatting guide	78433	Pol & Pro	SMT	HOPI	3 - Yearly	Oct-19	A
C2	Making the most of your right to know: tips for requesting informaiton under FOISA and the EIRs	80302	Briefing	SMT	HOPI	3 - Yearly	Nov-19	A
C5	Website terms and conditions statement	81597	Policy	SMT	HOPI	3 - Yearly	Nov-19	A
C2	C2 Your Right To Know - External Print Version	56478	Briefing	SIC	HOPI	5 - Yearly	Jul-20	A
C2	C2 Your Right To Know - Online Word Version	56481	Briefing	SIC	HOPI	5 - Yearly	Jul-20	A
C2	SIC twitter account: conventions, procedures and protocols	64081	Procedure	SMT	HOPI	2 - Yearly	Mar-21	B
C2	C2 TOOLKIT Module 05: Assessment Questions and Evidence Grid	108990	Briefing	SIC	HOPI	3 - Yearly	Oct-21	A
C2	C2 TOOLKIT Module 05: Reviews Standards and Criteria	108992	Briefing	SIC	HOPI	3 - Yearly	Oct-21	A
C2	Accessibility Statement - Commissioner's Website	154379	Briefing	SMT	HOPI	Annual	Nov-21	
C2	British Sign Language (BSL) Plan 2018-2023	142122	Plan	SMT	HOPI	Annual	Dec-21	
C2	Model Publication Scheme	149283	Briefing	SMT	HOPI	Annual	Mar-22	A
C2	Model Publication Scheme: Guide for Scottish Public Authorities	149288	Briefing	SMT	HOPI	Annual	Mar-22	A
C5	Website Manual	140253	Manual	HOPI	HOPI	2 - Yearly	Oct-22	A
C2	FOI/EIR Statistics Portal Collection Procedures	147230	Procedure	HOPI	HOPI	3 - Yearly	Jan-23	B
C2	C2 TOOLKIT Module 06: Performance - Assessment Questions and Evidence Grid	138630	Briefing	SMT	HOPI	3 - Yearly	Mar-23	A
C2	C2 TOOLKIT Module 06: Performance - Standards and Criteria	138626	Briefing	SMT	HOPI	3 - Yearly	Mar-23	B
C2	Policy on Speaking Engagements	145905	Policy	SMT	HOPI	3 - Yearly	Mar-24	B
C2	Interventions: Our approach and procedures	145913	Procedure	SMT	HOPI	3 - Yearly	Mar-24	A
C2	TOOLKIT Guide: How to carry out an FOI self-assessment	149238	Briefing	SMT	HOPI	3 - Yearly	Mar-24	A
C2	TOOLKIT TEMPLATE: Summary of findings	149241	Form	SIC	HOPI	3 - Yearly	Mar-24	A
C2	TOOLKIT TEMPLATE: Imporovement Action Plan	149245	Form	SIC	HOPI	3 - Yearly	Mar-24	A
C2	TOOLKIT Module 01: Responding on time Standards and Criteria	149251	Briefing	SIC	HOPI	3 - Yearly	Mar-24	A
C2	TOOLKIT Module 01: Assessment Questions and Evidence Grid	149254	Briefing	SIC	HOPI	3 - Yearly	Mar-24	A
C2	TOOLKIT Module 02: Searching for, locating and retrieving information Standards and Criteria	149258	Briefing	SIC	HOPI	3 - Yearly	Mar-24	A
C2	TOOLKIT Module 02: Assessment Questions and Evidence Grid	149265	Briefing	SIC	HOPI	3 - Yearly	Mar-24	A
C2	TOOLKIT Module 03: Advice and assistance, Standards and Criteria	149268	Briefing	SIC	HOPI	3 - Yearly	Mar-24	A
C2	TOOLKIT Module 03: Assessment Questions and Evidence Grid	149271	Briefing	SIC	HOPI	3 - Yearly	Mar-24	A
C2	TOOLKIT Module 04 Publishing Information Standards and Criteria CURRENT ISSUE	149275	Briefing	SIC	HOPI	3 - Yearly	Mar-24	A
C2	TOOLKIT Module 04 Assessment Questions and Evidence Gric CURRENT ISSUE	149295	Briefing	SIC	HOPI	3 - Yearly	Mar-24	A
C2	C2 Improving Public Authority FOI Practice: Our Strategic Approach 2020-2024	151462	Policy	SMT	HOPI	2 - Yearly	Mar-24	A
C5	C5 DPIA Phase 1 New Website v01 CURRENT ISSUE	161859	DPIA	SMT	HOPI	As required	Mar-24	
C5	C5 DPIA Phase 1 New Website v01 CURRENT ISSUE REDACTED VERSION	183850	DPIA	SMT	HOPI	As required	Mar-24	
C2	Communication and Engagment Framework Our strategic approach 2021-2024	176660	Policy	SMT	HOPI	3 - Yearly	Apr-24	A
C2	Publication Scheme Notification: Internal management procedures	152810	Procedure	HOPI	HOPI	3 - Yearly	Jun-24	
C7	Performance and Quality Framework 2023-24	192304	Plan	SMT	SIC	Annual	Mar-24	B
C1	2023-24 H Gardner-Swift register of interests declaration form	186138	Form	SIC	SIC	Annual	Apr-24	B