

**Scottish Information Commissioner**  
**Minutes of the Q1 Quarterly Senior Management Team (SMT) Meeting**  
**06 September 2024, Q1 2024- 25**

**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 will make it clear why not.

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

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

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 – 12/07/24</b></p> <ul style="list-style-type: none"> <li>• The minutes were approved and will be published with the relevant papers</li> </ul> <p><b>1.2 Action points update</b></p> <ul style="list-style-type: none"> <li>• Investigations Performance               <ul style="list-style-type: none"> <li>○ Following a review of the Governance Reporting Arrangements it was agreed that attendance at the monthly Investigation Performance meetings (IPM) will inform the SMT of issues without the need for a full report to each QSMTM.</li> </ul> </li> <li>• Workforce Plan /Trends               <ul style="list-style-type: none"> <li>○ Both have been incorporated in the review of the Governance Reporting Arrangements</li> </ul> </li> </ul> <p><b>1.3 Matters outstanding</b></p> <ul style="list-style-type: none"> <li>• No matters outstanding</li> </ul>			Yes	Minutes published in full
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## 2. Finance Report

<ul style="list-style-type: none"> <li>• The SMT noted: <ul style="list-style-type: none"> <li>○ the Committee Report (CR) and the Financial Summary – Variance Analysis as at 30 June 2024</li> <li>○ forecasting will now reflect the actual position of costs over the year rather than dividing the budget into equal quarters</li> </ul> </li> <li>• The SMT agreed the publication recommendations subject to an update to para 2(ii)</li> </ul>			Yes	CR published in full  Finance Report available <a href="#">here</a>
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## 3. Sickness Absence

<ul style="list-style-type: none"> <li>• The SMT noted that this report will now be considered monthly</li> <li>• The new HR software is due to be rolled out w/b 09/09/24</li> <li>• Once the software is in place, sickness records will be updated, allowing reports to be produced for the SMT highlighting areas which need to be considered.</li> </ul>			N/A	N/A
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## 4. Rights Requests

<ul style="list-style-type: none"> <li>• The SMT noted the FOISA and GDPR summary tables</li> <li>• Numbers of requests received in comparison to Q1 23/24 are very similar</li> <li>• A large number of misdirected requests still continue to be received - we do respond and are able to provide advice to requestors on where to redirect their requests to</li> </ul>			Yes	Summary tables published <a href="#">here</a> (Class 7)
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## 5. Investigations Performance

<ul style="list-style-type: none"> <li>• The IPM met on the 29 August and there are no issues to report at the SMT.</li> <li>• DH noted the progress the Enforcement team are making: <ul style="list-style-type: none"> <li>○ Green cases (cases received after 1/1/24) are being investigated in good time</li> <li>○ Blue cases (cases received before 1/1/24 and unallocated as at 1/1/24) continue to be allocated for investigation</li> <li>○ Purple cases (cases received before 1/1/24 and under investigation as at 1/1/24) continue to be cleared</li> </ul> </li> </ul>			N/A	N/A
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<ul style="list-style-type: none"> <li>○</li> <li>• DH will create a template covering the areas from the investigation performance monthly meeting which should be raised at a QSMTM</li> </ul>	DH	30/10/2024		
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## 6. Operational Plan 2024-25

<ul style="list-style-type: none"> <li>• The SMT approved the Operational Plan 2024-25 and agreed it could be published</li> </ul>			Yes	Plan published in full – available <a href="#">here</a>
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## 7. Interventions Report

<ul style="list-style-type: none"> <li>• No issues from the quarterly intervention meeting for the SMT to note</li> <li>• CMS will create a template covering the areas from the intervention monthly meeting which should be brought to QSMTM's</li> </ul>	CMS	30/10/2024	N/A	N/A
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## 8. Human Resourcing

<ul style="list-style-type: none"> <li>• HR Software – Breathe HR will be introduced in September <ul style="list-style-type: none"> <li>○ Reports will enable managers to: <ul style="list-style-type: none"> <li>▪ monitor and manage annual leave and sickness absence</li> <li>▪ workforce plan within departments</li> </ul> </li> </ul> </li> <li>• Overtime – the SMT discussed the potential provision of overtime and the creation of a policy. DH will discuss with KB</li> <li>• The Administrator recruitment for Corporate Services team is ongoing – interviews are being held w/b 09/09/2024</li> <li>• 0.62 FTE staffing is currently not being utilised. DH will prepare an options paper and present to the SMT</li> <li>• The Workforce Planning Strategy was approved <ul style="list-style-type: none"> <li>○ This replaces the Human Resources Strategy and the existing Workforce plan</li> <li>○ A Workforce Monitoring Plan will be discussed at the next MSMTM</li> <li>○ Key document actions to be carried out</li> </ul> </li> <li>• Training <ul style="list-style-type: none"> <li>○ Mandatory and other training will be discussed in conjunction with the workforce plan</li> </ul> </li> </ul>	DH/KB	31/10/2024	N/A	N/A
	DH	02/10/2024		
	SMT	02/10/2024		
	LB	13/09/2024		

<ul style="list-style-type: none"> <li>• Staff survey <ul style="list-style-type: none"> <li>○ A group has been identified who will analyse the results from staff survey carried out earlier on in the year</li> <li>○ DH envisages that the analysis will feed into the workforce planning and consider options for the future</li> </ul> </li> <li>• Social committee <ul style="list-style-type: none"> <li>○ A social committee has been established to consider what staff are looking for and to invigorate the culture of the organisation</li> </ul> </li> </ul>				
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### 9. Operational Risk Register 2024-25

<ul style="list-style-type: none"> <li>• The SMT reviewed the Operational Risk Register 2024-25</li> <li>• The following risks were discussed and will be closed – 2,5,6,7,11,12</li> <li>• DH will update the register</li> </ul>	DH	02/10/2024	No	Operational Risk Register withheld – Exemptions s30(b)(ii), s30(c) and s39(1)
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### 10. Strategic Risk Register 2024-25

<ul style="list-style-type: none"> <li>• The SMT reviewed the Strategic Risk Register and agreed that no changes are required other than the removal of the heatmap tab which DH will do</li> </ul>	DH	02/10/2024	No	Strategic Risk Register withheld – Exemptions s30(b)(ii), s30(c) and s39(1)
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### 11. Policy & Information Team Assurance

<ul style="list-style-type: none"> <li>• No issues from the monthly Policy &amp; Information Team meetings for the SMT to note</li> </ul>			N/A	N/A
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### 12. Key Documents

<ul style="list-style-type: none"> <li>• Governance Reporting Arrangements <ul style="list-style-type: none"> <li>○ The SMT approved the draft governance reporting arrangements</li> <li>○ DH will email managers to remind them that appraisals for 2023-24 should have been completed and new objectives and training requirements discussed and agreed for 2024-25</li> </ul> </li> <li>• Risk Management Policy 2024-25 <ul style="list-style-type: none"> <li>○ The SMT approved the risk management policy</li> </ul> </li> <li>• Documents will be rebranded, and key document actions will be carried out</li> </ul>	DH	20/09/2024	No	Exemption s27(1)
	LB	20/09/2024		

### 13. Information and Records Management

<ul style="list-style-type: none"> <li>The SMT noted the contents of the report and the assurance provided</li> <li>The publication recommendations were discussed and agreed subject to the removal of the exemptions and an update to paragraph 22</li> </ul>			Yes	CR published in full
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### 14. Employment Policy Update

<ul style="list-style-type: none"> <li>The SMT noted the committee report and the assurance provided</li> <li>The publication recommendation was agreed</li> </ul>			Yes	CR published in full
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### 15. Self- Assessment toolkit

<ul style="list-style-type: none"> <li>The SMT: <ul style="list-style-type: none"> <li>noted the CR via email on 02/09/2024</li> <li>agreed the proposal to review self-assessment toolkits in 2023-24 be deferred to 2024-25</li> </ul> </li> <li>The publication recommendation was agreed</li> </ul>			Yes	CR published in full
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### 16. Performance and Development Framework

<ul style="list-style-type: none"> <li>Deferred to an MSMTM</li> </ul>			N/A	N/A
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### 17. Learning and Development Plan 2024-25

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

<ul style="list-style-type: none"> <li>The SMT will consider whether to publish the monthly team meeting minutes for the: <ul style="list-style-type: none"> <li>Quarterly Intervention Meeting</li> <li>Investigations Performance Meeting</li> <li>Policy and Information Team Meeting</li> </ul> </li> <li>This will be added to the next MSMTM agenda</li> </ul>	LB	13/09/2024		
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Signed off by:



Date: 02 October 2024