

**Scottish Information Commissioner**  
**Minutes of the Monthly Senior Management Team Meeting**  
**12 October 2022 – by video conference**

**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

Fax: 01334 464611

[enquiries@itspublicknowledge.info](mailto:enquiries@itspublicknowledge.info)

Present: Scottish Information Commissioner - Daren Fitzhenry (DF) (Chair)  
 Head of Corporate Services - Helen Gardner-Swift (HGS) (Minutes)  
 Head of Enforcement - Margaret Keyse (MK)  
 Acting Head of Policy & Information – Claire Stephen (CMS)

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. Minutes, action points update and matters outstanding**

<p><b>1.1 Review of minutes – MSMTM, 13/09/22</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>All action points completed</li> </ul> <p><b>1.3 Matters outstanding</b></p> <ul style="list-style-type: none"> <li>No matters outstanding</li> </ul>			Yes	
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**2. Operational Plan 2022-23 Monitoring Report – BAU and Projects**

<ul style="list-style-type: none"> <li>The SMT reviewed the Operational Plan 2022-23 Monitoring Report and agreed it could be published once MK has updated the relevant parts of the report relating to Q3</li> </ul>	MK	19/10/22	Yes	Report published in full – available <a href="#">here</a>
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**3. Operational Risk Register 2022-23**

<ul style="list-style-type: none"> <li>The Senior Management Team (SMT) reviewed the Operational Risk Register 2022-23 (ORR) and updates were discussed and noted</li> <li>HGS to update the ORR</li> </ul>	HGS	31/10/22	No	Operational Risk Register withheld – Exemptions s30(b)(ii), s30(c) and s39(1)
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#### 4. Interventions Report

<ul style="list-style-type: none"> <li>Deferred from QSMTM Q1 – to be considered at next MSMTM</li> </ul>			N/A	N/A
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#### 5. Learning and Development Plan

<ul style="list-style-type: none"> <li>To correspond with the draft Learning and Development Plan (L and D) 2022-23, paragraph 6 of the CR be amended to read: “6 The following training will also be provided: <ul style="list-style-type: none"> <li>management training for line managers</li> <li>customer care: managing difficult behaviour for all staff (if a suitable trainer can be identified)”</li> </ul> </li> <li>The SMT: <ul style="list-style-type: none"> <li>noted the CR</li> <li>agreed to provide comments on the draft L and D Plan 2022-23</li> <li>HOCS to submit the finalised L&amp;D Plan 2022-23 to the SMT for approval</li> <li>agreed the publication recommendation in paragraph 19 of the CR</li> </ul> </li> </ul>	HOCS	19/10/22	Partial	CR published in full  L&D Plan 2022-23 is withheld - Exemption s38
	SMT	09/11/22		
	HOCS	14/12/22		

#### 6. Performance and Development Framework

<ul style="list-style-type: none"> <li>The SMT: <ul style="list-style-type: none"> <li>noted the CR and the assurance provided on the Performance and Development Framework for the reviews carried out in respect of 2021-22</li> <li>agreed the publication recommendation in paragraph 24</li> </ul> </li> </ul>			Partial	CR published except paragraph 14 - Exemption s38
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#### 7. Website – DPIA – publication arrangements

<ul style="list-style-type: none"> <li>Deferred from MSMTM, 13/09/22 – to be considered at next available MSMTM</li> </ul>			N/A	N/A
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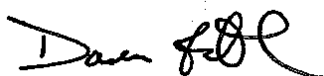
#### 8. Office closure – Christmas/New year 2022-23

<ul style="list-style-type: none"> <li>• The SMT considered the proposed dates of closure of the office over the Christmas and New Year period 2022-23 in the light of the current backlog of cases but agreed that the office should be closed during this period for the following reasons:             <ul style="list-style-type: none"> <li>○ most members of staff are likely to take annual leave during the period (as provided in the Employee Handbook)</li> <li>○ there will be a limited impact on output as a result of the closure</li> <li>○ the closure will benefit productivity in the longer term as members of staff will be able to have respite from high workloads and have a lengthier break from work generally</li> <li>○ wellbeing of staff is important and the closure of the office will help to promote this</li> </ul> </li> <li>• The SMT agreed:             <ul style="list-style-type: none"> <li>○ the office will close at 1700 on Thursday 22/12/22</li> <li>○ the office will reopen at 0700 on Wednesday 04/01/23</li> </ul> </li> <li>• The FAM to notify staff and update Simply Personnel</li> </ul>	FAM	21/10/22		
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**8. AOB**

<ul style="list-style-type: none"> <li>• None</li> </ul>				
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**Signed off by:**



**Date:** 27/10/22