

Operational Plan Monitoring Report

Scottish Information Commissioner

2016-17



Scottish Information
Commissioner

Human Resources Management

	Activity	Type	Frequency	Start Date	End Date	Strategic Aim					Priority	Q1	Q2	Q3	Q4	Lead Mgr	Comment/ Update
						1	2	3	4	5							
1	Annual report to SMT on Performance & Development Framework	BAU	Annual	01/07/2016	31/07/2016					X	H	C	C	C		HOOM	
2	Create Annual Learning & Development Plan (internal)	BAU	Annual	01/05/2016	30/06/2016					X	H	C	C	C		HOOM	
3	Review HR Strategy	BAU	Annual	01/04/2016	30/06/2016					X	M	C	C	C		HOOM	
4	Apply & monitor Performance & Development Framework	BAU		01/04/2016	30/09/2017					X	H	G	G	G		HOOM	

Improving Authority Practice

Activity	Type	Frequency	Start Date	End Date	Strategic Aim					Priority	Q1	Q2	Q3	Q4	Lead Mgr	Comment/ Update
					1	2	3	4	5							
1 Monitor authority compliance with the Model Publication Scheme	BAU		01/11/2016	31/05/2017	X	X				M	NS	G	G		HOPI	Brought forward to support proactive publication special report. Report expected 28/02/17
2 Hold a programme of regional roadshows to promote FOI authority good practice, leadership and governance	BAU		01/04/2016	31/03/2017	X	X			X	H	G	G	G		HOPI	Roadshows held: Edinburgh in November, Inverness in December. Returning to both locations in Q3 to deliver civil society events. Tayside roadshow 17/02/17.
3 Liaise with Holyrood Events about the annual Holyrood Conference	BAU		01/04/2016	31/12/2016	X	X	X		X	L	G	G	C		HOPI	
4 Organise & deliver a practitioners' conference for the Centre for FOI - May 2017	BAU		01/11/2016	31/05/2017	X	X		X		M	NS	NS	G		HOPI	Conference date confirmed 03/05/17
5 Produce and publish weekly decisions round up	BAU	Weekly	01/04/2016	31/09/2017	X	X	X		X	H	G	G	G		HOE/HOPI	Changes made to summaries in DNs to assist with preparation of DRU
6 Produce & publish annual report on lessons learned from decisions round-up	BAU	Annual	01/01/2017	29/02/2017	X				X	M	NS	Disc.	Disc.		HOPI	SIC has devised alternative approach to deliver the information in real time via website
7 Maintain and build engagement in the Knowledge Hub group for public authorities	BAU		01/05/2016	30/09/2017	X	X		X		H	G	G	G		HOPI	
8 Provide quarterly intervention procedure reports to Investigations Performance Meetings	BAU		01/04/2016	30/09/2017	X		X			H	G	G	A		HOPI	Manual reports available to date. Automated reports dependent on P&R 9.
9 Develop a BAU approach to producing quarterly intervention procedure reports procedures	Project		01/07/2016	30/09/2016	X		X			H	G	G	G		HOPI	Approach will be proposed to IPM January 2017
10 Deliver one Level 3 intervention with a single authority or group of authorities as needed (as recommended by IPM and approved by SMT)	Project		01/05/2016	31/03/2017	X		X			S/H	NS	G	G		SIC	
11 Draft, manage approval and publish a self-assessment toolkit for authorities on proactive publication.	Project		01/06/2016	31/08/2016	X	X				H	A	G	G		HOPI	Module to be discussed with Advisory Group 18/01/17 before publication
12 Draft, manage approval and publish a self-assessment toolkit for authorities on FOI reviews.	Project		01/01/2017	28/02/2017	X		X			H	NS	NS	G		HOPI	
13 Produce and publish support materials for housing associations on proactive dissemination	Project		01/10/2016 01/03/17	30/10/2016 15/04/2017	X		X			M	NS	C	C		HOPI	Supported SFHA to produce guidance
14 Provide a training event for new FOI practitioners at the SIC offices	Project		01/03/2017	31/04/2017	X		X			M	NS	G	Disc.		HOPI	Agreed to discontinue as not a high priority
15 Provide a themed round table event at the SIC offices	Project		01/04/2017	30/05/2017	X		X			M	NS	Disc.	Disc.		HOPI	Subsume in other work e.g special report or ICIC 2017
16 Provide support to new authorities designated under s5 to prepare for FOI duties	Project		01/04/2016	01/09/2016	X	X		X		H	G	C	C		HOPI	Guidance and training delivered.

Information Management

Activity	Type	Frequency	Start Date	End Date	Strategic Aim					Priority	Q1	Q2	Q3	Q4	Lead Mgr	Comment/ Update
					1	2	3	4	5							
1 Apply on-going IRM controls and procedures - P&I	BAU	Annual	01/06/2016	30/09/2016 31/01/2017					X	S/H	G	A	G		HOOM	1st level review prepared but, due to competing priorities, 2nd level review not completed 1st level review to be repeated - agreed timescale for completion: January 2017
2 Apply on-going IRM controls and procedures -Enforcement	BAU	Annual	01/07/2016	30/09/2016 30/11/2016 31/01/2017					X	S/H	G	A	A		HOOM	1st level review prepared to be handed over to HOE 09/01/17. 2nd level review to be progressed shortly - proposed timescale for completion : January 2017
3 Apply on-going IRM controls and procedures - OMT	BAU	Annual	01/10/2016	31/03/2017					X	S/H	G	G	G		HOOM	
4 Review IRM Policies & Procedures	BAU	Annual	01/01/2017	31/03/2017					X	S/H	NS	NS	G		HOOM	
5 IRM Assurance report to SMT	BAU	Annual	01/07/2016	31/07/2016 27/10/2016 31/01/2017					X	S/H	G	A	A		HOOM	Propose extend target to 31/01/17 as a result of competing priorities and extended unplanned absences
6 Maintenance of secure and reliable IT network	BAU		01/04/2016	30/09/2017					X	S/H	G	G	G		HOOM	
7 Agree review programme for Key Documents	BAU		01/05/2016	31/05/2016 31/07/2016					X	H	G	C	C		HOOM	SMT agreed revised target date of 31/07/16
8 Manage Key Documents as per agreed review programme agreed annually	BAU		01/04/2016	30/09/2017					X	H	G	A	A		HOOM	Some slippage in programme, but we continue to have a robust suite of key documents
9 Monitor compliance with Data Protection legislation	BAU		01/04/2016	30/09/2017					X	S	G	G	G		HOOM	
10 Respond to information requests and reviews in line with policy and procedure, within statutory time scales	BAU		01/04/2016	30/09/2017			X	X	X	S	G	G	G		HOOM	
11 Maintain a compliant publication scheme and guide to information	BAU		01/04/2016	30/09/2017		X			X	S	G	G	G		HOOM	
12 SIC Publication Scheme Assurance report to SMT	BAU	Annual	01/01/2017	31/01/2017					X	S/H	NS	NS	G		HOOM	
13 EDRMS - develop records management processes (retention and disposal, and key documents)	Project		01/01/2017	31/03/2017					X	M	NS	NS	G		HOOM	
14 Introduction of EU General DP Regulation - update/revise corporate arrangements to ensure compliance	Project		01/07/2016	31/05/2018					X	S/H	G	G	G		HOOM	
15 Implementation of Information Management Strategy - Phase I: Scoping & Planning, and implement 'quick hits'	Project		01/04/2016	31/12/2016					X	S/H	G	G	C		SIC	
16 Implementation of Information Management Strategy - Phase II: Implementation of plan developed at Phase I Information and Digital Strategy Scoping	Project		01/01/2017	TBA					X	S/H	NS	NS	G		HOOM	
17 Scope project to bring website file library metadata up to Dublin Core standard or equivalent and making it open and machine readable	Project		01/10/2016	30/11/2016					X	S/H	NS	NS	Disc.		SIC	See Information Strategy
18 Deliver website file library metadata project (as above)	Project		01/10/2016	30/11/2016					X	S/H	NS	NS	Disc.		HOPi	See Information Strategy
19 Re-organise Access to our information completely on website	Project		01/06/2016 01/11/16 01/03/17	30/06/2016 20/01/17 31/03/17					X	S/H	A	A	G		HOPi	Rescheduled due to additional workload for appeal portal

Planning & Reporting

Activity	Type	Frequency	Start Date	End Date	Strategic Aim					Priority	Q1	Q2	Q3	Q4	Lead Mgr	Comment/ Update
					1	2	3	4	5							
1 Publish Statement on 3Es	BAU	Annual	01/09/2016	30/09/2016					X	S	G	C	C		HOOM	Incorporated in forthcoming Annual Reports & Accounts
2 Performance and statistical reporting	BAU	by 4th wk day each month	01/04/2016	30/09/2017	X	X	X	X	X	S	G	G	G		HOOM	
3 Public Service Reform (Scotland) Act 2010 - Annual expenditure reporting	BAU	Quarterly	01/04/2016	30/09/2017					X	S	G	G	G		HOOM	
4 Co-ordinate, prepare and publish Operational Plan 17/18	BAU	Annual	01/01/2017	31/03/2017	X	X	X	X	X	H	NS	NS	NS		HOOM	
5 Programme Board - oversee and steer project work	BAU	Monthly	01/04/2016	30/09/2017	X	X	X	X	X	H	G	G	G		SMT	
6 Monitor and report progress against Operational Plan	BAU	Quarterly	01/04/2016	30/09/2017	X	X	X	X	X	H	G	G	G		SMT	
7 Report against our annual Governance Reporting Arrangements Cycle	BAU		01/04/2016	30/09/2017	X	X	X	X	X	H	G	G	G		SMT	
8 Prepare Annual Report Statistics	BAU	Six -Monthly	01/04/2016	30/09/2017	X	X	X	X	X	M	G	G	G		HOOM	
9 Case Management System - development and implementation of reports, data-sets, & develop in-house report-writing skills	Project		01/06/2016 01/01/2017	31/12/2016 31/03/2017					X	M	G	G	G		HOOM	Commencement delayed pending completion of 2015/16 Completions (3) SMT agreed to reschedule to Q4. Data-sets to be incorporated in IM Strategy work (IM15)

Promotion and Communications

Activity	Type	Frequency	Start Date	End Date	Strategic Aim					Priority	Q1	Q2	Q3	Q4	Lead Mgr	Comment / Update
					1	2	3	4	5							
1 Refresh and implement annual Communication Plan, introducing regular reporting	BAU	Annually	01/04/2016	30/05/2016	X	X	X	X	X	H	A	A	A		HOPI	
2 Manage and maintain press and media enquiry service	BAU		01/04/2016	30/09/2017					X	H	G	G	G		HOPI	
3 Promote effective use of FOI rights to civil society and media organisations	BAU		01/04/2016	30/09/2017			X			S	G	G	G		HOPI	
4 Research the extent of public awareness of FOI rights through an omnibus poll	BAU	Annually	01/07/2016 01/01/17	31/10/2016 31/03/17			X			H	G	G	G		HOPI	Dependent on timing of omnibus poll: dates revised to reflect
5 Promote use by applicants of the online appeal portal: increase prominence of portal across website; gather user feedback to improve the service	BAU		01/05/2016	30/09/2016			X		X	S	A	A	C		HOPI	Promotion and gathering feedback BAU activities
6 Research, draft and publish the Annual Report and Accounts (see also RM5 & P&C13)	BAU		01/04/2016	30/09/2016	X	X	X	X	X	S	G	C	C		HOPI	
7 Manage and report on enquiries service	BAU	Quarterly	01/04/2016	30/09/2017	X	X	X	X	X	H	G	G	G		HOPI	
8 Report on website usage against performance targets	BAU	Quarterly	01/04/2016	30/09/2017	X				X	H	G	G	G		HOPI	
9 Maintain website content, ensuring it is up to date and relevant, and reporting progress	BAU	Quarterly	01/04/2016	30/09/2017	X	X	X		X	H	G	G	G		HOPI	
10 Manage the collection of statistics from the FOI/ EIR statistics portal	BAU	Quarterly	01/04/2016	30/09/2017	X	X				H	G	G	G		HOPI	
11 Develop, implement and monitor internal procedures for press and media work	Project		01/10/2016 01/01/17	31/12/2016 31/01/17					X	H	NS	NS	A		HOPI	To be completed in January 2017
12 Scope a promotional activity for Year of Young People, or similar	Project		01/08/2016	01/09/2016 31/01/17		X				M	NS	G	A		HOPI	Objectives agreed for 2017/18
13 Implement new FReM annual reporting requirements and establish design template for future reports	Project		18/04/2016	31/07/2016					X	S/H	G	C	C		HOPI	
14 Maintain and support standing advisory group of practitioners e.g. development of resources and learning	Project		01/04/2016	30/09/2017	X	X				M	A	A	G		HOPI	

Quality Assurance

Activity	Type	Frequency	Start Date	End Date	Strategic Aim					Priority	Q1	Q2	Q3	Q4	Lead Mgr	Comment/Update
					1	2	3	4	5							
1 User Feedback - collection and analysis	BAU	Six Monthly	01/04/2016	30/09/2017	X	X	X		X	M	Disc.	Disc.	Disc.		HOOM	Collection suspended. Outcome of QA 9 will determine future approach
2 Compliments and Complaints - recording and analysis	BAU	Six Monthly	01/04/2016	30/09/2017					X	S	G	G	G		HOOM	
3 Information requests - collection of performance data in line with the requirements of the s60 code of practice and the FOI/EIRs statistics portal	BAU	Quarterly	01/04/2016	30/09/2017					X	S	G	G	G		HOOM	
4 Service User Equalities Statistics - collection and analysis	BAU	Annual	01/04/2016	30/09/2017			X		X	H	G	G	G		HOOM	
5 Monitor and review Investigation targets & KPIs to ensure appropriate and fit for purpose	BAU		01/04/2016	31/03/2017			X		X	H	G	G	G		HOE	
6 Monitor and report against performance and quality framework, including an annual review of KPIs and other targets and standards	BAU		01/04/2016	31/03/2017	X	X	X	X	X	H	G	G	G		SMT	
7 Quality Assurance reviews - Investigations	BAU		01/04/2016	30/09/2017					X	M	G	G	G		HOE	
8 Quality Assurance reviews - Enquiries	BAU		01/04/2016	30/09/2017					X	M	G	G	A		HOOM	Sampling stalled due to competing priorities and extended unplanned absences. Propose move to quarterly sampling, commencing with review of Oct-Dec 16 cases
9 User Feedback - review of effectiveness of current methodology	Project		01/05/2016 01/01/2017	31/12/2016 31/03/2017					X	M	G	G	G		HOOM	SMT has agreed to a revised timescale

Resource Management

	Activity	Type	Frequency	Start Date	End Date	Strategic Aim					Priority	Q1	Q2	Q3	Q4	Lead Mgr	Comment/ Update
						1	2	3	4	5							
1	Set and profile budget for 2017/18	BAU	Annual	01/06/2016	31/08/2016	X	X	X	X	X	S	G	G	G		HOOM	
2	Current year Budget monitoring and control	BAU	Monthly	01/04/2016	31/03/2017	X	X	X	X	X	S	G	G	G		HOOM	
3	Implement and report upon prompt payment of invoices	BAU	Quarterly	01/04/2016	30/09/2017					X	S/H	G	G	G		HOOM	
4	Workforce monitoring and planning	BAU	Quarterly	01/04/2016	30/09/2017	X	X	X	X	X	H	G	G	G		HOOM	
5	Audited Accounts element of Annual Report and Accounts- drafting and clean approval (see also P&C 6)	BAU		01/04/2016	31/08/2016					X	S	G	C	C		HOOM	
6	Maintenance of premises	BAU		01/04/2016	30/09/2017					X	M	G	G	G		HOOM	
7	Procurement and contract management	BAU		01/04/2016	30/09/2017					X	S/H	G	G	G		HOOM	
8	Provision of Governance Statement of Assurance to SIC	BAU	Annual	01/05/2016	31/05/2016					X	S	C	C	C		HOOM	
9	Legal Services contract option to extend - review	BAU		01/05/2016	30/06/2016					X	H	C	C	C	C	HOE	
10	Tender for Provision of Legal Services	Project		01/01/2017	30/06/2017					X	H	NS	NS	NS	NS	HOE	
11	Tender IT Support & Maintenance Contract	Project		01/07/2016 01/01/2017	31/12/2016 31/03/2017					X	H	NS	NS	NS		HOOM	SMT agreed to reschedule to Q4 to enable completion of 15-16 activities As discussed with RA, consider engaging Scott-Moncrieff on consultancy basis to assist with scoping requirements
12	Business review of corporate function	Project		01/05/2016	31/12/2016 31/03/2017					X	H	G	G	A		HOOM	Ongoing - propose revised completion date of 31/03/17

Regulation & Enforcement

Activity	Type	Frequency	Start Date	End Date	Strategic Aim					Priority	Q1	Q2	Q3	Q4	Lead Mgr	Comment/ Update
					1	2	3	4	5							
1 Enforce FOI in line with Enforcement Policy	BAU		01/04/2016	30/09/2017	X	X				S	G	G	G		HOE	
2 Register, validate, investigate and decide applications in line with approved procedures and KPIs	BAU	Monthly	01/04/2016	30/09/2017					X	S	G	G	A		HOE	KPIs not being met. Additional work currently being done to find out what is causing delays. Changes to WorkPro planned to provide additional information to team on approaching KPIs.
3 Monitor and report on investigation performance	BAU	Monthly	01/04/2016	30/09/2017	X				X	S/H	G	G	G		HOE	
4 Consider whether there are appropriate bodies suitable to designate under s4 and s5 as a matter of routine, and propose to Scottish Ministers	BAU		01/01/2017	28/02/2017				X	X	S	NS	C	C		HOPI	
5 Provide legal advice to the Commissioner as and when required, and update record of legal advice	BAU		01/04/2016	30/09/2017	X				X	H	G	G	G		HOE	
6 Review the Model Publication Scheme, Commissioner's Guidance and support materials, communicating updates to all authorities	BAU		01/02/2017	30/04/2017	X	X				S	NS	NS	G		HOPI	
7 Manage and monitor notifications from new authorities to comply with publication scheme	BAU	As required	01/04/2016	30/09/2016	X	X				S	G	A	G		HOPI	
8 Maintain a rolling-programme to ensure standard letters on case management system are reviewed and updated regularly, and as needed.	BAU		01/04/2016	30/09/2017	X				X	H	G	G	G		HOE	21/10/2016: Enquiries letters should have been reviewed May-Jun 2016. Will now be done Jan-Mar 2017.
9 Respond to the Scottish Government consultation on designation of Registered Social Landlords under s5	BAU		dependent on consultation dates	dependent on consultation dates	X		X			H	NS	NS	G		HOPI	
10 Provide support, as required, to the review of the Scottish Social Housing Charter	BAU		01/04/2016	30/07/2016	X		X			M	G	C	C		SIC	
11 Survey new authorities' experience of FOI	BAU		01/02/2017	30/04/2017	X		X			M	NS	NS	G		HOPI	
12 Ensure compliance with Re-use of Public Sector Information Regulations 2015	BAU		01/04/2016	30/09/2017					X	S	G	G	A		HOE	Changes to standard letters outstanding.
13 Publish a Special Report on proactive publication	Project		01/11/2016	28/02/2017	X		X			H	NS	NS	G		HOPI	NB reschedule to allow for MPS monitoring research data
14 Scope the potential for a Special Report in 2017-18 on designation of third sector organisations under s5	Project		01/12/2016	31/03/2017	X		X			M	NS	NS	Disc.		HOPI	Not a priority for this year, compared to other work

Risk Management

	Activity	Type	Frequency	Start Date	End Date	Strategic Aim					Priority	Q1	Q2	Q3	Q4	Lead Mgr	Comment/ Update
						1	2	3	4	5							
1	Review of risk, updating of register and annual risk report	BAU	Monthly	01/04/2016	30/09/2017	X	X	X	X	X	S	G	G	G		HOOM	
2	Implement internal audit plan	BAU	Annual	01/10/2016	31/03/2017	X	X	X	X	X	S/H	G	G	G		HOOM	
3	BCP - maintenance of plan and testing	BAU	Annual	01/01/2017	30/09/2017	X	X	X	X	X	H	NS	NS	NS		HOOM	
4	H&S reporting and procedures	BAU	Quarterly	01/04/2016	30/09/2017	X	X	X	X	X	S	G	G	G		HOOM	
5	BCP - review of plan	Project		01/07/2016	31/12/2016 31/03/2017	X	X	X	X	X	H	G	G	A		HOOM	Not started. As discussed with RA, consider outsourcing to Scott-Moncrieff to review/test current effectiveness of current arrangements and propose improvements

Sustainable Development

	Activity	Type	Frequency	Start Date	End Date	Strategic Aim					Priority	Q1	Q2	Q3	Q4	Lead Mgr	Comment/ Update
						1	2	3	4	5							
1	Monitor Carbon Footprint	BAU	Quarterly	01/04/2016	30/09/2017					X	S	G	G	G		HOOM	

2015-16 Completions

	Activity	Type	Frequency	Start Date	End Date	Strategic Aim					Priority	Q1	Q2	Q3	Q4	Lead Mgr	Comment/ Update
						1	2	3	4	5							
1	Human Resource Management Employee Handbook - finalisation, approval & communication	Project		01/04/2016	31/07/2016 31/12/2016 31/01/2017					X	S/H	A	G	A		HOOM	Delayed due to competing priorities SMT agreed to revised action plan with completion by 31/12/16 In progress - FAM/HOOM must deliver by 31/01/2017
2	Information Management Website File Library - development and implementation of improved records management procedures	Project		01/04/2016	30/06/2016 31/10/2016					X	H	A	G	C		HOOM/HOPI	Records review completed, maintenance programme included in wider website programme
3	Planning & Reporting Case Management System - development and implementation of improved reporting	Project		01/04/2016	31/05/2016 31/01/2017					X	H	A	G	G		HOOM	In progress, but completion delayed due to supplier dependency. Reportswill provide significant resource savings
4	Resource Management Review of Procurement Policy & Procedures	Project		01/04/2016	30/06/2016 30/11/2016 28/02/2017					X	S/H	A	G	A		HOOM	HOOM must deliver by 28/02/2017
5	Improving Authority Practice Publish and promote Model Publication Scheme monitoring report	BAU		01/04/2016	30/04/2016	X	X				M	C	C	C		HOPI	
6	Improving Authority Practice Produce and publish annual report on lessons learned from decisions round-up	BAU		01/04/2016	30/06/2016	X				X	M	A	Disc.	Disc.		HOPI	Alternative approach to build DRU on website so information is published and maintained in real time
7	Improving Authority Practice Publish revised self-assessment tools for authorities	Project		01/04/2016	31/05/2016	X	X				H	A	C	C		HOPI	
8	Promotion and Communications Launch external blog and email service	Project		01/04/2016	30/06/2016	X	X	X	X	X	M	A	C/fwd	C/fwd		HOPI	Email service completed. Blog to be deferred to next op plan
9	Promotion and Communications Complete migration of statistics portal database	BAU		01/04/2016	30/05/2016	X	X	X		X	H	A	A	A		HOPI	Supplier dependency to be resolved by 31/01/17
10	Promotion and Communications Review and deliver the range of reports available from the FOI/EIR statistics dataset	Project		01/06/2016	30/07/2016	X	X				M	A	A	A		HOPI	Dependent on item 9 above
11	Promotion and Communications Launch online appeal portal integrated with Case Management System	Project		01/04/2016	30/06/2016 31/08/2016			X			H	A	A	C		HOOM/HOPI	Portal live and first wave of promotional materials issued.

2016-17 Additional Items

	Activity	Type	Frequency	Start Date	End Date	Strategic Aim					Priority	Q1	Q2	Q3	Q4	Lead Mgr	Comment/ Update
						1	2	3	4	5							
1	Produce and publish template Guide to Information for grant-aided and independent special schools					X	X	X				C				HOPI	
2	Discuss with Keeper of Records of Scotland whether the s61 Code on Records Management should be reviewed									X		C				SIC	
3	Implementation of revised approach to single Model Publication Scheme					X	X	X				C				HOPI	
4	Additional press activity generated by election											C				SMT	
5	International Advisory Group for Carter Center											C				SIC	
6	SIC- Conference, IDP Commissioner's Office of Albania											C				SIC	
7	Talk to British Computer Society re FOI						X					C				HOE	
8	Manual production of statistics for 3 months											G				HOOM	Awaiting completion of 15-16 Completion (3)
9	Khub - additional work											C				HOPI	
10	Response to Social Housing Charter consultation											C				HOPI	
11	Co-hosting International Conference of Information Commissioners								X			G				SIC	
12	Request for support from Aberdeenshire Council Audit Board for internal audit of FOI function					X		X				C				SIC	
13	Roadshow for public authorities in Shetland							X					C			SIC	
14	Revisions to s60 Code - consultation with Scottish Ministers								X				C			HOE	
15	Consultation on timescales for compliance regulations								X			C				HOE	
16	Recruitment of temporary part-time Validation Officer					X	X	X		X		G	C			HOE	
17	TAIEX sponsored visit to Skjope to present on FOI in Scotland								X			C				SIC	
18	Provision of information to FOI Unit about resource impact of designation of RSLs for Business and Regulatory Impact								X			C				HOPI	
19	Recruitment of pilot Administrative Assistant post (P&I)									X				G		HOPI	
20	Response to research on Expert Paper on Duty to Document and Decision-Making Transparency						X			X				C		SIC & HOPI	
21																	
22																	
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