

Scottish Information Commissioner
Minutes of the Quarterly Senior Management Team Meeting
31 January 2018

NOTE TO READER:

The Scottish Information Commissioner publishes the minutes of his Quarterly Senior Management Team (SMT) meetings. When the SMT needs to discuss an item in private, it may hold an Executive Team meeting and this is minuted separately.

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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

Present: Daren Fitzhenry (DF), Margaret Keyse (MK), Sarah Hutchison (SH), Helen Gardner-Swift (HGS), Kim Berry (KB) (Minutes)

Details	Action By	Target Completion Date
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1. Action points update and matters outstanding from previous meeting

<ul style="list-style-type: none"> • Strategic Risk Register & Heat Maps <ul style="list-style-type: none"> ○ Report for the period ended 30 September 2017 to be published. ○ Formatting reviewed and will remain the same for the next reporting year. • Sickness Absence <ul style="list-style-type: none"> ○ Consideration of office lighting survey ongoing and progress will be reported at WSMTM. 	KB	09/02/18
	HGS	07/02/18

2. Confirmation of governance decisions taken at informal SMT meetings

<ul style="list-style-type: none"> • The list of key decisions taken to 31 December 2017 was reviewed, confirmed as a complete record and all decisions ratified. 		
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3. Finance Report: Report for the period-ended 31 December 2017

<ul style="list-style-type: none"> • The report was noted and approved subject to minor amendments. 		
<ul style="list-style-type: none"> • HGS to notify KB to arrange publication of the document once the amendments are complete. 	HGS	09/02/18
<ul style="list-style-type: none"> • KB to arrange publication. 	KB	09/02/18

4. Invoice Payments

<ul style="list-style-type: none"> • The report was discussed and noted. • KPIs were achieved for the quarter. 		
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5. Statements of Expenditure (PSR Act): Report for the period-ended 31 December 2017

<ul style="list-style-type: none"> All relevant expenditure was confirmed subject to minor amendments. 		
<ul style="list-style-type: none"> The explanatory note section requires updating prior to publication. 	SH	16/02/18
<ul style="list-style-type: none"> Following the above amendments and update, HOCS will notify KB once the report is ready for publication. 	KB	23/02/18

6. Operational Plan Monitoring: Report for the period-ended 31 December 2017

<ul style="list-style-type: none"> The report was agreed subject to minor amendments. 	All	16/02/18
<ul style="list-style-type: none"> Following discussion, and to provide consistency, the approach for updating the report was agreed. 		
<ul style="list-style-type: none"> HGS to notify KB to arrange publication of the document once the amendments are complete. 	KB	23/02/18
<ul style="list-style-type: none"> It was agreed that two days will be scheduled for SMT to discuss the Operational Plan 2018-19. KB to arrange. 	KB	09/02/18

7. Strategic Risk Register & Heat Maps: Report for the period-ended 31 December 2017

<ul style="list-style-type: none"> The risk register was discussed and agreed subject to minor amendments. <ul style="list-style-type: none"> Strategic risk 7 to be removed as no longer relevant. New strategic risk, linked to strategic aim 5, to be added regarding retention of experienced staff and maintaining staff numbers. DF will provide an initial draft and circulate to the SMT for comments. SMT to formally consider additional risk at WSMTM. 	HGS	16/02/18
<ul style="list-style-type: none"> DF will provide the commentary for Q3 to HGS prior to publication. 	DF SMT	07/02/18 07/02/18
<ul style="list-style-type: none"> HGS to notify KB once the amendments / commentary are complete. 	DF	16/02/18
<ul style="list-style-type: none"> KB to arrange publication once updated. 	HGS	16/02/18
	KB	23/02/18

8. Health and Safety: Report for the period-ended 31 December 2017

<ul style="list-style-type: none"> The report was noted and approved subject to minor amendments. 		
<ul style="list-style-type: none"> Following discussion, it was agreed that no staff should be lifting or transporting the exhibition stand in staff cars and a courier should be used for this work. However staff will need to follow guidance for moving the stand at conference venues, etc. HGS will update the Manual Handling Risk Assessment and staff as appropriate. 	HGS	28/02/18

9. Sickness Absence: Report for the period-ended 31 December 2017

<ul style="list-style-type: none"> The report was deferred to the WSMTM. 	HGS	28/02/18
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10. Enquiries Service: Report for the period-ended 31 December 2018

<ul style="list-style-type: none"> The report was noted 		
<ul style="list-style-type: none"> DF commented on the excellent performance against KPIs 		

11. Information Requests and Reviews: Report for the period-ended 31 December 2017

<ul style="list-style-type: none"> The report was noted and approved. KPIs were achieved for the quarter. Following discussion it was agreed to stop time recording for information requests and reviews and HGS to advise staff. 	HGS	23/02/18
<ul style="list-style-type: none"> KB to arrange publication of the report. 	KB	09/02/18

12. Website

<ul style="list-style-type: none"> The report was noted. There has been a significant decline in the visitor rate for the decisions page of the website. This will be monitored and other options for new analytical software will be explored. 		
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13. Key Documents

<ul style="list-style-type: none"> The report was noted and actions agreed. KB will update all relevant DCS and the Key Document Register. 	KB	28/02/18
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14. Equalities Monitoring – Service Users

<ul style="list-style-type: none"> The report was deferred to Q4 QSMTM. 		
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15. Equalities Monitoring - Staff

<ul style="list-style-type: none"> The report was deferred to Q4 QSMTM. 		
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16. Employment Policy Update

<ul style="list-style-type: none"> The report was noted. 		
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17. Publication Scheme

<ul style="list-style-type: none"> The report was noted and actions agreed. Committee Report template to be updated. Format and publication on website to be agreed. Guide to Information to be updated. 	MK	16/02/18
	SH/KB	16/02/18
	HGS	16/02/18

18. Self-assessment Tools

<ul style="list-style-type: none"> The report was noted. 		
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19. Quality Assurance - Enquiries

<ul style="list-style-type: none">The report was deferred to Q4 QSMTM.		
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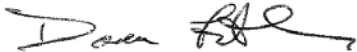
20. GDPR - Implementation

<ul style="list-style-type: none">The report was noted.It was agreed to move forward with appointing a DPO.		
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21. AOCB

<ul style="list-style-type: none">None.		
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Signed off by:



Date: 19 February 2018