

Scottish Information Commissioner

Agenda for the Quarterly Senior Management Team Meeting

Wednesday 25 April 2018 – 2.00pm

Standing Items

1. Minutes, action points update and matters outstanding (All)
 - 1.1. Review of minutes - QSMTM 31 January 2018 (VC98296)
 - 1.2. Action points update – All (as appropriate)
 - 1.3. Matters outstanding - All (as appropriate)
2. Confirmation of governance decisions taken at informal SMT meetings (HOCS)
3. Financial Report (HOCS) - Report for the period-ended 31 March 2018 (verbal)
4. Invoice Payments (HOCS)
5. Statements of Expenditure (PSR Act) (HOCS) - Report for the period-ended 31 March 2018 (*deferred to WSMTM*)
6. Operational Plan Monitoring (All) - Report for the period-ended 31 March 2018
7. Strategic & Operational Risk Registers (All)
 - 7.1 Operational Risk Register 2017-18
 - 7.2 Strategic Risk Register 2017-18
- 8 Health and Safety (HOCS)
- 9 Sickness absence report (HOCS)
- 10 Enquiries Service (HOCS)
- 11 Information Requests and Reviews (HOCS)
- 12 Website (HOPI)
- 13 Key Documents/IRM Assurance Report (HOCS) (to follow)

Additional Items

- 14 Equalities Monitoring - Service Users (HOCS)
- 15 Equalities Monitoring – Staff (HOCS)
- 16 Workforce Trends (HOCS)
- 17 Service Standards (HOCS)
- 18 *Compliance with Governance Reporting Arrangements (HOCS) (deferred to WSMTM 09/05/18) (relevant reporting needs to be completed before this report can be submitted)*
- 19 Communication Strategy (HOPI)
- 20 Risk Management (HOCS)
 - 20.1 Strategic Risk Register 2018-19
 - 20.2 Operational Risk Register 2018-19
- 21 Publication Scheme (PAs) (HOPI)
- 22 Quality Assurance – Investigations (HOE)
- 23 Quality Assurance – Enquiries (HOCS)
- 24 Report - Prescribed Persons (Reports on Disclosure of Information) Regulations 2017 (HOCS)
- 25 Report - biodiversity (HOCS)
- 26 GDPR – Implementation (HOCS)
- 27 Publication Scheme (SIC) (HOCS)
- 28 Operational Plan 2018-19 (ALL)

29 AOB