

Report to:	QSMTM
Report by:	Helen Gardner-Swift
Meeting Date:	25 April 2018
Subject/ Title: (and VC no)	Scottish Information Commissioner Publication Scheme Assurance Report 2017-18 VC101452
Attached Papers (title and VC no)	None

Purpose of report

1. To provide assurance that the Scottish Information Commissioner (the Commissioner) is publishing and making accessible as much information as possible, in line with its own published good practice, as required by the Governance Reporting Arrangements (GRA).

Recommendation and actions

2. I recommend
 - (i) the SMT notes the report
 - (ii) this report be published

Executive summary

3. I can provide assurance that the Commissioner is publishing and making accessible as much information as possible and that the publication scheme is in line with our Model Publication Scheme (MPS) guidance.
4. The Commissioner has adopted the MPS in its entirety and has produced a “Guide to Information” which
 - (i) allows anyone to see what information is available (and what is not available) in relation to each class
 - (ii) states what charges may be applied
 - (iii) explains how to find the information easily
 - (iv) provides contact details for enquiries and to get help with accessing the information
 - (v) explains how to request information that has not been published
 - (vi) is regularly and routinely updated
5. As regards Class 3 (How we take decisions and what we have decided), from 1 April 2018 we will continue to publish minutes of the meeting of the SMT when it meets formally (every quarter) but in addition we will be publishing the agendas and the Committee Reports (and related papers) where we do not need to withhold information on the basis of the relevant

exemptions either in the Freedom of (Scotland) Act 2002 or in the Environmental Information (Scotland) Regulations 2004.

6. The Committee Report template has been updated to include a publication section and a recommendation on publication. This now means that decisions about whether to publish information related to matters considered at meetings of the SMT are taken at the point of making the decision and not after the decision, that is, the SMT considers whether the relevant exemption would apply if a request were made, at the time the report (and any related papers) is/are considered by them.
7. The objective in the 2017-18 Operational Plan to “Maintain a compliant publication scheme and guide to information” has been achieved.

Risk impact

8. The Operational Risk Register (Risk 14) identifies the failure to monitor and review publication scheme as a risk. This annual review and assurance report is one of the controls in place to ensure that the impact of the risk is mitigated.

Equalities impact

9. None arising from this review

Resources impact

10. None

Operational/ strategic plan impact

11. None

Records management impact (including any key documents actions)

12. None

Consultation and Communication

13. QSMTM minute.

Publication

14. I recommend that this committee report is published in full.