

Scottish Information Commissioner
Minutes of the Ad Hoc Senior Management Team Meeting
17 January 2020

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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: Scottish Information Commissioner - Daren Fitzhenry (DF),
Head of Corporate Services - Helen Gardner-Swift (HGS),
Head of Enforcement - Margaret Keyse (MK),
Finance and Administration Manager – Kim Berry (KB) (Minutes)

Details	Action By	Target Completion Date	Publish Yes / No / Partial	Comments
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1. Minutes, action points update and matters outstanding

<p>1.1 Review of minutes – 17/12/19</p> <ul style="list-style-type: none"> The minutes were approved. <p>2.2 Action points update</p> <ul style="list-style-type: none"> No action points updates. <p>2.3 Matters outstanding</p> <ul style="list-style-type: none"> No matters outstanding. 			Yes	Publish in full
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2. Strategic Plan 2020 - 2024

<p>DF expressed his thanks for the comments received from staff.</p> <p>The Strategic Plan was agreed and will be sent for formal consultation to the Scottish Parliament Corporate Body; the Keeper of the Records of Scotland; the Advisory Audit Board and the Public Audit and Post-legislative Scrutiny Committee. Comments are requested by 28 February 2020.</p> <p>Following consultation the final report will be laid before Parliament by 31 March 2020.</p>	DF	17/01/20		Strategic Plan 2020-2024 not published immediately but will be published in full when finalised – Exemption s.27(1)
	SMT	31/01/20		

3. Scheme of Delegation – approval of amendments

<p>Proposed amendments to the Scheme of Delegation in light of DF forthcoming absence were discussed and approved.</p> <p>DF invoked the SIC absence provision from 27/01/2020 until his return.</p>	MK/HGS	24/01/20	Yes	Available here (Class 1)
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4. AOB

<p><u>Email management</u></p> <p>With effect from 24/01/20, for the duration of DF absence, emails sent to his email address will be redirected to SIC mailbox. As no emails will be received by DF mailbox no auto response is required. The SIC mailbox will be monitored by the Finance and Administration Manager.</p> <p>Staff will be notified of the redirection of emails.</p> <p>An approved statement regarding DF absence will be put on the website from 24/01/2020.</p>	KB	24/01/20		
	P&I	24/01/20		

Signed off by:

Helen Gardner-Swift

Date: 29 January 2020