

**Scottish Information Commissioner**  
**Minutes of the Monthly Senior Management Team Meeting**  
**5 March 2020 (deferred from 26 February 2020)**

**NOTE TO READER:**

The Scottish Information Commissioner publishes the minutes of Senior Management Team (SMT) meetings and the papers considered at the monthly and quarterly meetings, unless he considers, at the time of publication, that the minutes and/or papers are exempt from disclosure under the Freedom of Information (Scotland) Act 2002 or the Environmental Information (Scotland) Regulations 2004 (FOI law). Where minutes or documents are not published, the minutes will make it clear why not.

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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](mailto:enquiries@itspublicknowledge.info)

Present: Head of Corporate Services - Helen Gardner-Swift (HGS) (Chair),  
 Head of Enforcement - Margaret Keyse (MK),  
 Head of Policy & Information - Erin Gray (EMG),  
 Finance and Administration Manager - Kim Berry (KB) (Minutes)

Apologies: Scottish Information Commissioner - Daren Fitzhenry (DF)

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

<p><b>1.1 Review of minutes – 29/01/20</b></p> <ul style="list-style-type: none"> <li>The minutes have been approved and will be published with all the relevant papers subject to the following amendment:           <ul style="list-style-type: none"> <li>Item 20 CR: FOI Stories Data Protection Impact Assessment (DPIA) – DPIA redaction required under s30(b)(ii); Business Case withheld under exemption s39(i); discussion and agreement regarding most appropriate section of website for publication.</li> </ul> </li> <li>HGS will sign off the minutes in DF's absence.</li> </ul> <p><b>1.2 Action points update</b></p> <ul style="list-style-type: none"> <li>No action points outstanding.</li> </ul> <p><b>1.3 Matters outstanding</b></p> <ul style="list-style-type: none"> <li>Item 7 – Operational Plan Monitoring. HGS/MK meeting to discuss Legal Services tender to be arranged.</li> </ul>	HGS/EMG	31/03/20	Yes	Publish in full
<p><b>1.3 Matters outstanding</b></p> <ul style="list-style-type: none"> <li>Item 7 – Operational Plan Monitoring. HGS/MK meeting to discuss Legal Services tender to be arranged.</li> </ul>	HGS/MK	31/03/20		

## 2. Key Documents – due, outstanding and not completed

<ul style="list-style-type: none"> <li>The report to 31 March 2020 was reviewed.</li> <li>Proposed amendments to review dates agreed.</li> <li>Key Document Register to be updated.</li> </ul>	KB	31/03/20	Yes	Published with the exception of comments column – Exemptions s30(b)(ii) and s38(1)(b)
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## 3. Strategic Plan 2020-2024

<ul style="list-style-type: none"> <li>The draft Strategic plan 2020-2024 was issued for formal consultation on 17 January 2020 to the Scottish Parliamentary Corporate Body (SPCB), the Advisory Audit Board (AAB), the Public Audit and Post-Legislative and Scrutiny Committee and the Keeper of the Records of Scotland.</li> <li>The Senior Management Team was asked to consider and finalise the draft Strategic Plan 2020-2024 taking into account consultation comments. <ul style="list-style-type: none"> <li>SPCB advised that they had no comments.</li> <li>HGS met with the AAB on 13 February 2020 to receive comments on the draft Plan. Discussion took place regarding wording within specific paragraphs to ensure clarity and consistency. Minor amendments were agreed.</li> <li>HGS advised the AAB that any potential changes resulting from the Post-Legislative and Scrutiny Committee and the unknown volume and/or complexity resulting from appeals regarding Registered Social Landlords (RSLs ) may result in an impact on resources and future amendments to the Plan.</li> <li>No comments were received from the Public Audit and Post-Legislative and Scrutiny Committee and the Keeper of the Records of Scotland.</li> </ul> </li> <li>Following minor amendments, final approval of the Strategic Plan 2020-2045 will be approved by SMT by email.</li> <li>Following final approval by the SMT, fifty copies of the Plan will be printed.</li> <li>Publication and laying before Scottish Parliament is anticipated to take place in the week beginning 23 March 2020. EMG to review and agree with SMT</li> </ul>	SMT KB EMG	11/03/20 20/03/20 20/03/20	Yes	CR published with the exception of Appendices A and B – Exemption s30(b)(i)
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laying, circulation and promotion arrangements.				
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**4. Committee Report: Module 6 of the Self-Assessment toolkit**

<ul style="list-style-type: none"> <li>The draft Self-Assessment Toolkit Module 6 Standards and Criteria and Questions and Evidence Grid were approved for publication.</li> </ul>			Yes	Publish in full
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**5. AOB**

<ul style="list-style-type: none"> <li>Staff suggestion box - There we no suggestions</li> <li>Employee Handbook – the proposed new Employee Handbook is back with Law at Work for advice on the further changes that are required following new guidance on sexual harassment in the workplace issued by the Equality and Human Rights Commission and other changes in legislation that are due to come into effect in April 2020.</li> </ul>			N/A	
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**Signed off by:**

Helen Gardner-Swift  
Head of Corporate Services

**Date:** 07 April 2020