

<b>Report to:</b>	MSMTM
<b>Report by:</b>	Helen Gardner-Swift, HOCS
<b>Meeting Date:</b>	5 March 2020
<b>Subject/ Title:</b> (and VC no)	CR Draft Strategic Plan 2020-2024 consideration of comments received VC131408
<b>Attached Papers</b> (title and VC no)	C2 2020 – 2024 Strategic Plan - VC128882 Appendix A – AAB comments – VC131405 Appendix B – SPCB comments

## Purpose of report

---

1. To consider and finalise the draft Strategic Plan 2020-24 taking into account consultation comments.

## Recommendation and actions

---

2. I recommend that
  - (i) the Senior Management Team (SMT) consider the comments received from the formal consultation process
  - (ii) the SMT agree the revisions to be made to the draft Strategic Plan 2020-2024, as appropriate
  - (iii) the SMT agree that, once the Strategic Plan 2020-24 has been finalised,
    - (a) the Strategic Plan 2020-24 should be printed and signed
    - (b) the Strategic Plan 2024 should be laid before the Scottish Parliament by 31 March 2020
    - (c) the Strategic Plan 2020-24 is publicised
  - (iv) the publication arrangements concerning this report, set out in paragraph 22, are agreed.

## Executive summary

---

3. The Scottish Information Commissioner (the Commissioner) must, in respect of each 4 year period, lay before the Scottish Parliament, a strategic plan setting out how the Commissioner proposes to perform the Commissioner's functions during the 4 year period.
4. The strategic plan must, in particular, set out
  - the Commissioner's objectives and priorities during the 4 year period
  - how the Commissioner proposes to achieve them
  - a timetable for doing so
  - estimates of the costs of doing so.

5. In addition to laying each strategic plan before the Scottish Parliament not later than the beginning of the 4 year period to which the plan relates. the Commissioner must arrange for the publication of the strategic plan.
6. The draft Strategic Plan 2020-24 was issued for formal consultation on 17 January 2020 and sent 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.
7. Responses were received from the AAB on 13 February 2020 (Appendix A) and the SPCB on 5 March 2020 (Appendix B).
8. On 10 February 2020, the Public Audit and Post-Legislative and Scrutiny Committee confirmed that it does not routinely comment on the draft plans or policy documents of public bodies or respond to public consultations on the basis that the Committee might be required to scrutinise such documents at some point in the future.

### **Risk impact**

---

9. The Commissioner is required to have a strategic plan.
10. The draft Strategic Plan 2020-24 will mitigate against the risk of not complying with the statutory duty to have a plan in place.
11. The draft Strategic Plan 2020-24 sets out the vision and strategic aims of the Commissioner and helps to mitigate both strategic and operational risks when carrying out the Commissioner's functions.

### **Equalities impact**

---

12. There is no direct equalities impact arising from the draft Strategic Plan 2020-24 which sets out the vision and strategic aims of the Commissioner. Equalities impact assessments will be considered when the Commissioner's functions under each strategic aim are carried out.

### **Privacy impact**

---

13. There is no direct privacy impact arising from the draft Strategic Plan 2020-24 which sets out the vision and strategic aims of the Commissioner. Privacy impact assessments will be considered when the Commissioner's functions under each strategic aim are carried out.

### **Resources impact**

---

14. The draft Strategic Plan 2020-24 focuses on core funding requirements and sets out the minimum needed to continue to meet statutory functions.
15. As the Commissioner does not hold contingency funding, additional, discrete funding from the SPCB Contingency Fund may be sought for legal costs to defend appeals against decisions, for one-off high priority purchases such as replacement equipment, to meet health and safety requirements, to respond to unexpected events or for funding specific projects or initiatives.

## Operational/ strategic plan impact

---

16. Each year the Commissioner publishes an operational plan setting out the organisation's planned activities, timetable for delivery and how each activity supports the Commissioner's vision and strategic aims. Targets and key performance indicators are also set.
17. The draft Strategic Plan 2020-24 sets out the framework against which the operational plan, targets and key performance indicators are set.

## Records management impact (including any key documents actions)

---

18. The Strategic Plan 2020-24 will be
  - (i) a Key Document within Class C2 of our Guide to Information
  - (ii) added to our list of Key Documents
  - (iii) published
19. The Strategic Plan 2020-24 will also be publicised in accordance with the communication plan prepared by the HOPI and agreed by the SMT.

## Consultation and Communication

---

20. The Commissioner's staff were consulted in January 2020 on an earlier draft of the draft Strategic Plan 2020-24.
21. Formal consultation on the draft Strategic Plan 2020-24 has also taken place as set out in paragraph 6.

## Publication

---

22. I recommend that this committee report is published in full but that Appendices A and B are withheld on the basis that the exemption(s) in section 30(b)(i) and (ii) of the Freedom of Information (Scotland) Act 2002 would apply if a request were, at this stage, to be made for the information.