

# Governance Reporting Arrangements

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**Scottish Information Commissioner**

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Scottish Information  
Commissioner

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## Glossary and abbreviations

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| <b>Term used</b>        | <b>Explanation</b>                         |
|-------------------------|--|
| <b>FOISA</b>            | Freedom of Information (Scotland) Act 2002 |
| <b>HOCS</b>             | Head of Corporate Services                 |
| <b>HOE</b>              | Head of Enforcement                        |
| <b>HOPI</b>             | Head of Policy and Information             |
| <b>PSR</b>              | Public Services Reform (Scotland) Act 2010 |
| <b>The Commissioner</b> | Scottish Information Commissioner          |
| <b>SMT</b>              | Senior Management Team                     |

## Governance Arrangements

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1. The Scottish Information Commissioner's Governance Arrangements are set out in VC140283.
2. The tables below set out the schedule of reports that will be provided to the Scottish Information Commissioner (the Commissioner) as part of the governance arrangements to provide assurance of their effectiveness.
3. The Designated Manager is responsible for ensuring reports are submitted to the SMT (or the Commissioner where appropriate) and that the activities that contribute to the report or which are being reported on are reflected in operational plans. Each member of the Senior Manager Team is accountable to the Commissioner for those covered by their area of responsibility.

| Ref               | Report   | Purpose  | QSMTM<br>(Unless otherwise stated) |                       |                       |                          | Designated<br>Manager |
|-------------------|--|--|------------------------------------|-----------------------|-----------------------|--------------------------|-----------------------|
|                   |  |  | Q1: July<br>(to 30/06)             | Q2: Oct<br>(to 30/09) | Q3: Jan<br>(to 31/12) | Q4 : April<br>(to 31/03) |                       |
| <b>Finance</b>    |  |  |                                    |                       |                       |                          |                       |
| 1                 | <b>Financial</b>   | Provide assurance that budget is managed effectively, including details of spend against budget with variances, and forecast 'committed spend' | Quarterly                          |                       |                       |                          | HOCS                  |
| 2                 | <b>Invoice Payments</b>                                  | Provide annual assurance invoices are being paid promptly and KPIs achieved  |                                    |                       |                       | ✓                        | HOCS                  |
| <b>Governance</b> |  |  |                                    |                       |                       |                          |                       |
| 3                 | <b>Assurance for the Governance Statement</b>            | Provide assurance to the Commissioner in his capacity as accountable officer as set out in the Internal Control Checklist.                     | Summer (direct to SIC)             |                       |                       |                          | HOCS                  |
| 4                 | <b>Compliance with Governance Reporting Arrangements</b> | Provide assurance that the arrangements in this document were complied with in previous financial year   | ✓                                  |                       |                       |                          | HOCS                  |

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|-----|---|--|------------------------------------|-----------------------|-----------------------|--------------------------|-----------------------|
|     |   |  | Q1: July<br>(to 30/06)             | Q2: Oct<br>(to 30/09) | Q3: Jan<br>(to 31/12) | Q4 : April<br>(to 31/03) |                       |
| 5   | <b>Equalities Monitoring (Service Users)</b>  | <p>Where relevant and appropriate, gather and analyse service user data and use the outcomes to refine policies and practice and also to help demonstrate that the Commissioner meets the public sector duty under the Equality Act 2010.</p> <p>Provide assurance that all policies and projects which impact the public have been equalities impact assessed (including, where relevant and appropriate, a review of any Equalities Impact Form completed as part of a project management process)</p> |                                    |                       | ✓                     |                          | HOCS                  |
| 6   | <b>Communication and Engagement Framework</b> | <p>Set forward strategy and provide annual summary and forward work plan in respect of communications, media and other P&amp;I functions.</p> <p>Limited annual review to ensure aims and messages remain consistent with those of the organisation</p>  |                                    |                       |                       | ✓                        | HOPI                  |
| 7   | <b>Sickness Absence</b>                       | <p>Provide data on the amount and nature of sickness absence to:</p> <ul style="list-style-type: none"> <li>• support effective management of sickness absence</li> <li>• monitor organisational performance against the agreed benchmark</li> <li>• identify trends which may indicate the need for management action</li> </ul>  |                                    |                       |                       | ✓                        | HOCS                  |

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|                        |  |   | Q1: July<br>(to 30/06)             | Q2: Oct<br>(to 30/09) | Q3: Jan<br>(to 31/12) | Q4 : April<br>(to 31/03) |                       |
| 8                      | <b>Workforce Trends</b>                        | Provide 'Staff in Post' data to inform resource, operational and strategic planning   |                                    |                       |                       | ✓                        | HOCS                  |
| <b>Human Resources</b> |  |   |                                    |                       |                       |                          |                       |
| 9                      | <b>Employment Policy Update</b>                | Apprise the SMT of changes in employment law and provide assurance that the Commissioner's employment policies are legally compliant  |                                    |                       | ✓                     |                          | HOCS                  |
| 10                     | <b>Equalities Monitoring (Staff)</b>           | Demonstrate that the Commissioner meets the public sector equality duty in the Equality Act 2010 by gathering and analysing staff data and using the outcomes to refine policies and practice<br><br>Provide assurance that all policies which impact staff have been equalities impact assessed (including a review of any Equalities Impact Form completed as part of a project management process)<br><br>Provide assurance that staff have undertaken appropriate training to enable them to meet their obligations under the Equality Act 2010 |                                    |                       |                       | ✓                        | HOCS                  |
| 11                     | <b>Learning &amp; Development Plan</b>         | Demonstrate that the Commissioner's learning and development plan is aligned with the HR Strategy and supports effective delivery of the annual Operational Plan  | ✓                                  |                       |                       |                          | HOCS                  |
| 12                     | <b>Performance &amp; Development Framework</b> | Provide assurance on the effectiveness of the Framework, including: <ul style="list-style-type: none"> <li>• details of number of reviews completed, and timescales achieved</li> <li>• outcomes e.g. organisation or team level (i.e. not individual)</li> </ul>   | ✓                                  |                       |                       |                          | HOCS                  |

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| 13   | <b>Review of HR Strategy</b>              | Review of annual actions under the Human Resources Strategy  | ✓                                  |                       |                       |                          | HOCS                  |
| <b>Information &amp; Records Management</b>    |   |  |                                    |                       |                       |                          |                       |
| 14   | <b>Information and Records Management</b> | <p>Provide assurance that the Commissioner's information and records are being managed in accordance with published policies and procedures, in particular that:</p> <ul style="list-style-type: none"> <li>records are being destroyed at the appropriate time</li> <li>records are held for the appropriate time</li> <li>information is held securely</li> <li>appropriate back-up arrangements are in place</li> <li>personal data is being lawfully processed</li> <li>key documents are being managed in line with the Handbook</li> </ul> |                                    |                       |                       | ✓                        | HOCS                  |
| 15   | <b>Key Documents</b>                      | Provision of a report on outstanding reviews, reviews due and reviews not completed  | every 2 months                     |                       |                       |                          | HOCS                  |
| 16   | <b>Publication Scheme (SIC)</b>           | Provide assurance that the Commissioner is publishing and making accessible as much information as possible, in line with their own published good practice  |                                    |                       | ✓                     |                          | HOCS                  |
| <b>Performance Management &amp; Monitoring</b> |   |  |                                    |                       |                       |                          |                       |
| 17   | <b>Enquiries Service</b>                  | Provide information on key performance measures, volumes and subject matter of enquires to inform resource planning  |                                    | ✓                     |                       | ✓                        | HOCS                  |

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|     |  |  | Q1: July<br>(to 30/06)             | Q2: Oct<br>(to 30/09) | Q3: Jan<br>(to 31/12) | Q4 : April<br>(to 31/03) |                       |
| 18  | <b>Feedback from events and training</b>             | Provide assurance that feedback achieves key performance indicators and to support continuous improvement  | Per event schedule                 |                       |                       |                          | HOPI                  |
| 19  | <b>Subject Access Requests</b>                       | Provide information on key performance indicators and volumes  | ✓                                  | ✓                     | ✓                     | ✓                        | HOCS                  |
| 20  | <b>Information Requests and Reviews</b>              | Provide information on key performance measures, volumes and subject matter of requests and reviews to inform resource planning, incl. statistics and Reuse Requests | ✓                                  | ✓                     | ✓                     | ✓                        | HOCS                  |
| 21  | <b>Information Requests and Requests for Reviews</b> | Provide assurance to HOCS that responses to information requests and requests for reviews comply with relevant legislation and related guidance                      |                                    |                       |                       | ✓                        | HOE                   |
| 22  | <b>Investigations Performance</b>                    | Report on performance, including whether key performance measures are being achieved, numbers and KPIs, ages of cases, etc.  | ✓                                  | ✓                     | ✓                     | ✓                        | HOE                   |
| 23  | <b>Operational Plan Monitoring</b>                   | Monitor and provide assurance that activities are progressing to plan and to inform the prioritisation of projects and resources                                     | Every 2 months                     |                       |                       |                          | HOCS                  |
| 24  | <b>Publications Schemes (PAs)</b>                    | Provide assurance that adoptions are progressing in line with key performance indicators   |                                    |                       |                       | ✓                        | HOPI                  |
| 25  | <b>Interventions</b>                                 | Provide annual report on interventions carried out in previous financial year  | ✓                                  |                       |                       |                          | HOPI                  |
| 26  | <b>Quality Assurance – Investigations</b>            | Provide assurance on the quality of investigations as defined by the agreed quality criteria as set out in the Investigations Handbook                               |                                    | ✓                     |                       | ✓                        | HOE                   |
| 27  | <b>Quality Assurance - Enquiries</b>                 | Provide assurance on the quality of responses to enquiries as defined by the agreed quality criteria   |                                    |                       |                       | ✓                        | HOCS                  |



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|             |   |  | Q1: July<br>(to 30/06)             | Q2: Oct<br>(to 30/09) | Q3: Jan<br>(to 31/12) | Q4 : April<br>(to 31/03) |                       |
| 28          | <b>Self-Assessment Tools</b>                    | Provide assurance on the utilisation and effectiveness of the self-assessment tools  |                                    |                       | ✓                     |                          | HOPI                  |
| 29          | <b>Service Standards</b>                        | Provide assurance on the quality of service provision, including: <ul style="list-style-type: none"> <li>number of compliments received</li> <li>number of complaints received and their outcomes</li> </ul> |                                    | ✓                     |                       | ✓                        | HOCS                  |
| 30          | <b>Website Performance and Analytics Report</b> | Provide report on website usage and assurance that key performance measures are achieved   |                                    | ✓                     |                       | ✓                        | HOPI                  |
| <b>Risk</b> |   |  |                                    |                       |                       |                          |                       |
| 31          | <b>Health and Safety</b>                        | Provide assurance that the Commissioner is meeting their statutory obligations in respect of employee health, safety and well-being, and is providing statutory training                                     | ✓                                  |                       | ✓                     |                          | HOCS                  |
| 32          | <b>GDPR Report</b>                              | Provide report on GDPR and data protection arrangements, including data incidents  | ✓                                  | ✓                     | ✓                     | ✓                        | HOCS                  |
| 33          | <b>Risk Management</b>                          | Provide annual assurance that risk is being managed effectively, including a review of the Risk Management Policy  |                                    |                       |                       | ✓                        | HOCS                  |
| 34          | <b>Risk Registers</b>                           | Provide assurance that risk is being managed effectively, in line with Risk Policy:  |                                    |                       |                       |                          | HOCS                  |
|             |   | - Operational Risk Register  | every 2 months                     |                       |                       |                          |                       |
|             |   | - Strategic Risk Register and Heat Maps (both Registers)   | ✓                                  | ✓                     | ✓                     | ✓                        |                       |

| Ref              | Report                                  | Purpose   | QSMTM<br>(Unless otherwise stated) |                       |                       |                          | Designated<br>Manager             |
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|                  |   |   | Q1: July<br>(to 30/06)             | Q2: Oct<br>(to 30/09) | Q3: Jan<br>(to 31/12) | Q4 : April<br>(to 31/03) |                                   |
| <b>Statutory</b> |   |   |                                    |                       |                       |                          |                                   |
| 35               | <b>Annual Report and Accounts (ARA)</b> | <p>Provide:</p> <ul style="list-style-type: none"> <li>• Performance Report (HOPI) (HOCS as regards the relevant corporate sections)</li> <li>• Accountability Report (HOCS) <ul style="list-style-type: none"> <li>○ Parliamentary Accountability <ul style="list-style-type: none"> <li>• Commissioner’s Report</li> <li>• Statement of Accountable Officer’s Responsibilities</li> <li>• Governance Framework/Scheme of Control</li> <li>• Remuneration and staff report (HOCS)</li> </ul> </li> </ul> </li> <li>• Financial Statements (HOCS)</li> <li>• successfully audited Annual Report (ARA) (HOCS)</li> <li>• designed, printed and signed ARA (HOPI/HOCS)</li> <li>• Auditor General clearance for laying (HOCS)</li> <li>• laying of the ARA before Parliament (HOPI)</li> </ul> <p>The ARA to be drafted in compliance with the Scottish Public Finance Manual and the Government Financial Reporting Manual (FReM).</p> | September                          |                       |                       |                          | HOPI & HOCS<br><br>(as indicated) |

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|     |   |   | Q1: July<br>(to 30/06)             | Q2: Oct<br>(to 30/09) | Q3: Jan<br>(to 31/12) | Q4 : April<br>(to 31/03) |                       |
| 36  | <b>Statements of Expenditure<br/>(Public Services Reform (Scotland) Act 2010)<br/>(PSR(S)A)</b> | Publish statements of expenditure as required by section 31 of the PSR (S)Act |                                    |                       |                       | ✓                        | HOCS                  |
| 37  | <b>Statement on Sustainable Growth<br/>(PSR (S) Act)</b>  | Publish statement as required by section 32 of the PSR (S) Act                |                                    |                       |                       | ✓                        | HOCS                  |
| 38  | <b>Prescribed Persons<br/>(Reports on Disclosure of Information)<br/>Regulations 2017</b>       | Publish annual report   |                                    |                       |                       | ✓                        | HOCS                  |
| 39  | <b>British Sign Language</b>  | Action Plan – report and review   |                                    |                       | ✓                     |                          | HOPI & HOCS           |
| 40  | <b>Report on Biodiversity</b>   | As required by the Nature Conservation Act 2004 (every 3 years)               |                                    |                       | ✓                     |                          | HOCS                  |
| 41  | <b>Sustainable Development</b>  | Monitor and report on Carbon Footprint  |                                    |                       |                       | ✓                        | HOCS                  |
| 42  | <b>Community Empowerment<br/>(Scotland) Act 2015</b>  | Publish annual report (as required)   | ✓                                  |                       |                       |                          | HOCS                  |

## Senior Management Team Meetings – outline agendas

| Quarter/Month | Meeting type     | Standing items  | Additional items<br>(there may be further additional items included on the agenda for each meeting as required) |
|---------------|------------------|---|---|
| <b>Q1</b>     |                  |   |   |
| April         | <b>Quarterly</b> | QSMTM standing items  | QSMTM additional items  |
| May           | Monthly          | Operational Plan – BAU and Projects<br>Operational Risk Register            | Governance Reporting – assurance report   |
| June          | Monthly          | Key Documents – outstanding, due and not completed                          | Draft Annual Report and Accounts (ARA)  |
| <b>Q2</b>     |                  |   |   |
| July          | <b>Quarterly</b> | QSMTM standing items  | QSMTM additional items (incl Operational Plan Monitoring and Operational Risk Register)                         |
| August        | Monthly          | Key Documents – outstanding, due and not completed                          | Final ARA<br>Internal Audit Policy and Plan   |
| September     | Monthly          | Operational Plan – BAU and Projects<br>Operational Risk Register            |   |
| <b>Q3</b>     |                  |   |   |
| October       | <b>Quarterly</b> | QSMTM standing items  | QSMTM additional items (incl Key Documents – outstanding, due and not completed)                                |
| November      | Monthly          | Operational Plan Monitoring – BAU and Projects<br>Operational Risk Register |   |
| December      | Monthly          | Key Documents – outstanding, due and not completed                          |   |
| <b>Q4</b>     |                  |   |   |
| January       | <b>Quarterly</b> | QSMTM standing items  | QSMTM additional items (incl Operational Plan Monitoring and Operational Risk Register)                         |
| February      | Monthly          | Key Documents – outstanding, due and not completed                          |   |
| March         | Monthly          | Operational Plan Monitoring – BAU and Projects<br>Operational Risk Register |   |

## Quarterly Senior Management Team Meetings - AGENDA

|  |   |
|--|---|
| <p style="text-align: center;"><b>Quarter 1: July (to 30 June)</b></p> <p><b>Standing Items</b></p> <ul style="list-style-type: none"> <li>➤ Minutes, action points update and matters outstanding</li> <li>➤ Finance Report</li> <li>➤ Health and Safety</li> <li>➤ Information Requests and Reviews</li> <li>➤ Subject Access Requests</li> <li>➤ Investigations Performance</li> <li>➤ Operational Plan Monitoring Report</li> <li>➤ GDPR Report</li> <li>➤ Operational Risk Register</li> <li>➤ Strategic Risk Register &amp; Heat Maps</li> </ul> <p><b>Additional Items</b></p> <ul style="list-style-type: none"> <li>➤ Learning &amp; Development Plan</li> <li>➤ Performance &amp; Development Framework</li> <li>➤ Review of HR Strategy</li> <li>➤ Community Empowerment (Scotland) Act 2015 (if required)</li> </ul>   | <p style="text-align: center;"><b>Quarter 2: October (to 30 September)</b></p> <p><b>Standing Items</b></p> <ul style="list-style-type: none"> <li>➤ Minutes, action points update and matters outstanding</li> <li>➤ Finance Report</li> <li>➤ Information Requests and Reviews</li> <li>➤ Subject Access Requests</li> <li>➤ Enquiries Service</li> <li>➤ Website</li> <li>➤ Investigations Performance</li> <li>➤ Key documents</li> <li>➤ GDPR Report</li> <li>➤ Strategic Risk Register &amp; Heat Maps</li> </ul> <p><b>Additional Items</b></p> <ul style="list-style-type: none"> <li>➤ Service Standards – Compliments/Complaints</li> <li>➤ Quality Assurance – Investigations</li> </ul>   |
| <p style="text-align: center;"><b>Quarter 3: January (to 31 December)</b></p> <p><b>Standing Items</b></p> <ul style="list-style-type: none"> <li>➤ Minutes, action points update and matters outstanding</li> <li>➤ Finance Report</li> <li>➤ Information Requests and Reviews</li> <li>➤ Subject Access Requests</li> <li>➤ Health &amp; Safety</li> <li>➤ Investigations Performance</li> <li>➤ Operational Plan Monitoring Report</li> <li>➤ GDPR Report</li> <li>➤ Operational Risk Register</li> <li>➤ Strategic Risk Register &amp; Heat Maps</li> </ul> <p><b>Additional Items</b></p> <ul style="list-style-type: none"> <li>➤ Publication Scheme (SIC) Assurance Report</li> <li>➤ Self-Assessment Tools</li> <li>➤ British Sign Language - Action Plan – report and review</li> <li>➤ Equalities Monitoring – Service Users</li> <li>➤ Employment Policy Update</li> <li>➤ Biodiversity report (every 3 years)</li> </ul> | <p style="text-align: center;"><b>Quarter 4: April (to 31 March)</b></p> <p><b>Standing Items</b></p> <ul style="list-style-type: none"> <li>➤ Minutes, action points update and matters outstanding</li> <li>➤ Finance Report</li> <li>➤ Sickness Absence</li> <li>➤ Statements of Expenditure – PSR(S)A</li> <li>➤ Information Requests and Reviews, including Assurance Statement</li> <li>➤ Subject Access Requests</li> <li>➤ Enquiries Service</li> <li>➤ Website</li> <li>➤ Investigations Performance</li> <li>➤ Key documents</li> <li>➤ GDPR Report</li> <li>➤ Strategic Risk Register &amp; Heat Maps</li> </ul> <p><b>Additional Items</b></p> <ul style="list-style-type: none"> <li>➤ Invoice payments</li> <li>➤ Workforce Trends</li> <li>➤ Service Standards – Compliments/Complaints</li> <li>➤ Quality Assurance – Enquiries</li> <li>➤ Publication Schemes (PAs)</li> <li>➤ Quality Assurance – Investigations</li> <li>➤ Compliance with Governance Reporting Arrangements</li> <li>➤ Communication Strategy</li> <li>➤ Risk Management Annual Assurance Report</li> <li>➤ Prescribed Persons (Reports on Disclosure of Information) Regulations 2017</li> <li>➤ Information and Records Management</li> <li>➤ Equalities Monitoring – Service Users (if required)</li> <li>➤ Equalities Monitoring – Staff</li> <li>➤ Sustainable Growth Statement (PSR) and Sustainable Development Carbon Footprint (CR)</li> </ul> |

## Document control sheet

| Document Information   |  |
|--|--|
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| Date of last update  |  |

| Summary of changes to document |                                |  |  |   |
|--------------------------------|--------------------------------|--|--|---|
| Date                           | Action by<br><i>(initials)</i> | Version updated<br><i>(e.g. v01.25-36)</i> | New version number<br><i>(e.g. v01.27, or 02.03)</i> | Brief description<br><i>(e.g. updated paras 1-8, updated HOPI to HOCS, reviewed whole section on PI test, whole document updated, corrected typos, reformatted to new branding)</i> |
| 21/10/20                       | BOW                            | 04.00                                      | 04.01  | New document created following approval of draft  |
| 21/10/20                       | BOW                            | 04.01                                      | 04.02  | DCS updated, published on website   |
|                                |                                |  |  |   |
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