

**Scottish Information Commissioner**  
**Minutes of the Quarterly Senior Management Team Meeting**  
**08 August 2019**

**NOTE TO READER:**

The Scottish Information Commissioner publishes the minutes of Quarterly Senior Management Team (QSMT) meetings and the papers considered at the 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: Scottish Information Commissioner - Daren Fitzhenry (DF),  
 Head of Enforcement - Margaret Keyse (MK),  
 Head of Corporate Services - Helen Gardner-Swift (HGS),  
 Finance and Administration Manager - Kim Berry (LB),

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

<p><b>1.1 Review of minutes – 22/05/19</b></p> <ul style="list-style-type: none"> <li>The minutes have been approved and will be published.</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>No matters outstanding.</li> </ul>	KB	19/08/19		
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**2. Finance Report: Report for the period ended 30 June 2019**

<ul style="list-style-type: none"> <li>The report was reviewed and discussed.</li> <li>Variance to budget is as expected at Quarter 1 and will continue to be monitored.</li> </ul>			Yes	Published in full – available <a href="#">here</a>
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**3. Health and Safety**

<ul style="list-style-type: none"> <li>The report was noted.</li> </ul>			No	Exemption s.39(1)
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#### 4. Enquiries Service

<ul style="list-style-type: none"> <li>The report was noted.</li> <li>Amendment required to figure in paragraph 5.</li> </ul>	LB	19/08/19	Yes	Committee report published in full
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#### 5. Information Requests and Reviews

<ul style="list-style-type: none"> <li>The report was noted.</li> <li>The statistics portal has been updated for quarter 1.</li> </ul>			Partial	<p>Committee report published in full.</p> <p>Summary table published in full – available <a href="#">here</a> (Class 7)</p> <p>Exemptions and Outcomes reports not published - Exemption s.38(1)(b)</p>
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#### 6. Investigations Performance

<ul style="list-style-type: none"> <li>207 applications were received in the first quarter. If this continues over the remainder of 2019/20, we will, for the first time, break the 600 barrier. (Since 2014/15, the average number of applications received per year has been 501 applications.)</li> <li>We have closed 194 cases in the first quarter – 13 fewer than received.</li> <li>The average age of cases closed is 4.3 months.</li> <li>The average age of open cases is 3.9 months.</li> <li>The large number of applications received continues to lead to a delay in getting cases through validation, which obviously affects the age of cases when they are allocated for investigation. There has, however, been an improvement in two of the KPIs – the ones for substantive cases and all cases.</li> <li>We are about to bring the new Investigation Procedures into effect (1 September 2019) which will streamline, in particular, the validation process.</li> <li>We have recruited two new investigators (1.55 FTE) who are due to start at the end of the month.</li> </ul>			Yes	Published in full – available <a href="#">here</a>
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#### 7. Operational Plan Monitoring Report

<ul style="list-style-type: none"> <li>The report was noted with minor amendments required.</li> </ul>	MK/HGS	20/08/19	Yes	Report published in full – available <a href="#">here</a>
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## 8. Strategic Risk Register & Heat Maps

The register was discussed and the following changes were agreed:			No	Exemptions s.30(b)(ii) and s.30(c)
<ul style="list-style-type: none"> <li>Amendment to be made to likelihood of risk</li> </ul>	HGS	23/08/19		
<ul style="list-style-type: none"> <li>Amendments to be made to control and action planned of risk 7.</li> </ul>	HGS	23/08/19		

## 9. Operational Risk Register

The register was discussed and the following changes were agreed:			No	Exemptions s.30(b)(ii) and s.30(c)
<ul style="list-style-type: none"> <li>Amendments to be made to impact and/or likelihood of risk 1, 9 and 1</li> </ul>	HGS	23/08/19		
<ul style="list-style-type: none"> <li>Amendments to be made to action planned of risk 6 and 12.</li> </ul>	HGS	23/08/19		

## 10. Key documents

<ul style="list-style-type: none"> <li>The report for was noted.</li> </ul>			Partial	Published with the exception of comments column - Exemptions s.30(b)(ii) and s.38(1)(b)
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## 11. Review of Investigations Handbook

11.1 DPIA			Partial	Published with the exception of text in paragraph 30 and signature – Exemption s 35(1)
<ul style="list-style-type: none"> <li>The report was reviewed and discussed and will be published following minor amendment.</li> </ul>				
11.2 Investigations Handbook			Yes	Published in full – available <a href="#">here</a>
<ul style="list-style-type: none"> <li>The Investigations Handbook was approved subject to minor amendments.</li> </ul>				

## 12. GDPR update

<ul style="list-style-type: none"> <li>The report was noted.</li> </ul>				Committee Report published in full
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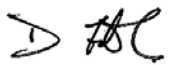
## 13. Learning and Development Plan

<ul style="list-style-type: none"> <li>Deferred to next MSMTM</li> </ul>				
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**AOB**

<p><b>14. Christmas holidays</b></p> <ul style="list-style-type: none"><li>Discussed Christmas office closure arrangements. DF to consider and revert to SMT.</li></ul> <p><b>15. Suggestions Box</b></p> <ul style="list-style-type: none"><li>There were no suggestions from staff.</li></ul>	DF	30/08/19		
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**Signed off by:**



**Date:** 21/08/19