

**Scottish Information Commissioner**  
**Minutes of the Monthly Senior Management Team Meeting**  
**27 May 2020 – by telephone conference**

**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

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[enquiries@itspublicknowledge.info](mailto:enquiries@itspublicknowledge.info)

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

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 – 06/05/2020 (QSMTM)</b></p> <ul style="list-style-type: none"> <li>The minutes were approved and will be published with the relevant papers</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>			Yes	Publish in full
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**2. Statements of Expenditure – Public Services Reform (Scotland) Act 2010**

<ul style="list-style-type: none"> <li>Report deferred due to the temporary closure of the office premises as access to the office systems is needed in order to draft these reports. The reports will be submitted to a MSMTM as soon as possible.</li> </ul>			N/A	
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**3. Key documents**

<ul style="list-style-type: none"> <li>Report deferred due to the temporary closure of the office premises as access to the office systems is needed in order to draft these reports. The reports</li> </ul>			N/A	
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will be submitted to a MSMTM as soon as possible.				
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#### 4. Operational Plan 2019-20 monitoring report

<ul style="list-style-type: none"> <li>Report deferred due to the temporary closure of the office premises as access to the office systems is needed in order to draft these reports. The report will be submitted to a MSMTM as soon as possible.</li> </ul>			N/A	
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#### 5. Operational Plan 2020-21

<ul style="list-style-type: none"> <li>Report deferred due to the temporary closure of the office premises as access to the office systems is needed in order to draft these reports. The report will be submitted to a MSMTM as soon as possible.</li> </ul>			N/A	
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#### 6. Operational Risk Register

<p>The Operational Risk Register (ORR) was discussed and changes were agreed:</p> <ul style="list-style-type: none"> <li>HGS will update the ORR and the heat map.</li> <li>HGS is working on the draft 20/21 ORR and draft 20/21 Strategic Risk Register and will circulate both documents to the SMT for review, discussion and sign off</li> <li>DF noted that risks continue to be assessed at every stage in SMT decisions</li> </ul>	HGS	05/06/20	No	Exemptions s.30(b)(ii) and s.30(c)
	HGS	05/06/20		

#### 7. Governance Reporting Arrangements Assurance Report

<ul style="list-style-type: none"> <li>Report deferred as this report is always made when the majority of governance reporting has been completed. The report will be submitted to a MSMTM as soon as possible.</li> </ul>			N/A	
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#### 8. Invoice payments

<ul style="list-style-type: none"> <li>The report for 2019-20 was noted and the publication arrangements were agreed.</li> <li>DF thanked the Corporate Services Team for the work involved in meeting the KPIs</li> </ul>			Yes	Committee Report published in full
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#### 9. Workforce Trends

<ul style="list-style-type: none"> <li>Report deferred due to the temporary closure of the office premises as access to the office systems is needed in order to draft these reports. The report will be submitted to a MSMTM as soon as possible.</li> </ul>			N/A	
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#### 10. Quality Assurance – Enquiries

<ul style="list-style-type: none"> <li>Report deferred due to the temporary closure of the office premises as access to the office systems is needed in order to draft these reports. The report will be submitted to a MSMTM as soon as possible.</li> </ul>			N/A	
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### 11. Publication Schemes (PAs)

<ul style="list-style-type: none"> <li>Report deferred due to the temporary closure of the office premises as access to the office systems is needed in order to draft these reports. The report will be submitted to a MSMTM as soon as possible.</li> </ul>			N/A	
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### 12. Quality Assurance – Investigations

<ul style="list-style-type: none"> <li>Report deferred due to the temporary closure of the office premises as access to the office systems is needed in order to draft these reports. The report will be submitted to a MSMTM as soon as possible.</li> </ul>			N/A	
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### 13. Risk Management Annual Assurance Report

<ul style="list-style-type: none"> <li>Report deferred due to the temporary closure of the office premises as access to the office systems is needed in order to draft these reports. The report will be submitted to a MSMTM as soon as possible.</li> </ul>			N/A	
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### 14. Information and Records Management

<ul style="list-style-type: none"> <li>Report deferred due to the temporary closure of the office premises as access to the office systems is needed in order to draft these reports. The report will be submitted to a MSMTM as soon as possible.</li> </ul>			N/A	
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### 15. Equalities Monitoring – Service Users

<ul style="list-style-type: none"> <li>Report deferred due to the temporary closure of the office premises as access to the office systems is needed in order to draft these reports. The report will be submitted to a MSMTM as soon as possible.</li> </ul>			N/A	
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### 16. Equalities Monitoring – Staff

<ul style="list-style-type: none"> <li>Report deferred due to the temporary closure of the office premises as access to the office systems is needed in order to draft these reports. The report will be submitted to a MSMTM as soon as possible.</li> </ul>			N/A	
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### 17. Sustainable Development

<ul style="list-style-type: none"> <li>Report deferred due to the temporary closure of the office premises as access to the office systems is</li> </ul>			N/A	
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needed in order to draft these reports. The report will be submitted to a MSMTM as soon as possible.				
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### 18. Review of temporary closure of office premises due to the COVID-19 pandemic

<ul style="list-style-type: none"> <li>The recommendations and publication arrangements were agreed.</li> <li>It was acknowledged that the office is unlikely to reopen before we are in Phase 3 of the Scottish Government's Route Map but that work on planning a return to the office can start in Phase 1 if the relevant Scottish government guidance is issued</li> <li>HGS will send a copy of this Committee Report to the auditors, the AAB and the SPCB</li> <li>The wellbeing of all staff was discussed and managers will continue to provide support. Guidance will also be provided in the update that is next issued to all staff.</li> <li>EMG will work on a draft statement providing an update on the current status of the office. Once approved via email by the SMT this will be sent stakeholders. This will also help inform the auditors, the AAB and the SPCB</li> </ul>	HGS	05/06/20	Yes	Committee Report published in full
	EMG	05/06/20		

### 19. AOB

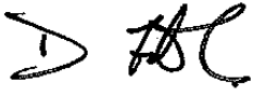
<ul style="list-style-type: none"> <li>No AOB</li> </ul>			N/A	
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### Committee Reports considered by the SMT by email on 28 May 2020

**CR: Covid-19: responding to information requests during lockdown; the Coronavirus (Scotland) Act 2020 (VC133094) submitted by the HOE and the HOCS**

<ul style="list-style-type: none"> <li>The recommendations and publication arrangements were agreed.</li> <li>Changes to the following key documents were approved <ul style="list-style-type: none"> <li>Coronavirus (Scotland) Act 2020: Determining the effects of the coronavirus on an authority's ability to respond to requests</li> <li>Covid-19: How the Commissioner will respond to FOI requests during the temporary office closure due to Covid-19</li> </ul> </li> </ul>			Yes	CR – publish in full
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**Signed off by:**



**Date:** 03/06/2020