

**Scottish Information Commissioner**  
**Minutes of the Monthly Senior Management Team Meeting**  
**6 October 2020 – by video 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  
 Fax: 01334 464611  
[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 – 16/09/2020</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	
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**2. Operational Plan 2020-21 – Monitoring Report**

<ul style="list-style-type: none"> <li>• The SMT reviewed the Operational Plan 2020-21 Monitoring Report and updates were discussed and noted. The following actions are to be undertaken:           <ul style="list-style-type: none"> <li>○ Information Management - Digital and IT Strategy – HOCS to email the SMT seeking comments on matters to be included in Digital and IT Strategy</li> <li>○ Resource Management, Internal Communications – scope of project to be</li> </ul> </li> </ul>	<p>HGS</p> <p>HGS/EMG</p>	<p>23/11/20</p> <p>TBC</p>	Yes	<p>Report published in full – available <a href="#">here</a></p>
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discussed				
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### 3. Operational Risk Register 2020-21

<ul style="list-style-type: none"> <li>The SMT reviewed and updated the Operational Risk Register 2020-21.</li> </ul>			No	Operational Risk Register withheld – Exemptions s30(b)(ii), s30(c) and 39(1)
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### 4. Review of temporary closure of office premises

<ul style="list-style-type: none"> <li>It was noted that the next review of the temporary closure of the office premises will be carried out by 23 October 2020 instead of 16 October 2020 and that the office premises would remain temporarily closed until, at least, 26 October 2020</li> <li>The HOCS will send an update to all members of staff</li> </ul>	HGS	09/10/20	No	None
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### 5. Review of key document: C1 Governance Arrangements and C1 Governance Reporting Arrangements

<ul style="list-style-type: none"> <li>The CR was considered and the recommendations agreed.</li> <li>The following key documents were approved by the SMT : <ul style="list-style-type: none"> <li>C1 Governance Arrangements</li> <li>C1 Governance Reporting Arrangements</li> </ul> </li> <li>The SMT agreed the publication arrangements</li> </ul>			Yes	CR published in full  Governance Reporting documents available <a href="#">here</a> Class 1
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### 6. Performance & Development Framework 2019-20 and 2020-21

<ul style="list-style-type: none"> <li>The CR was considered and SMT agreed: <ul style="list-style-type: none"> <li>that ongoing performance management discussions should continue (as far as is reasonably possible) and that the matters set out in the recommendations set out in the CR be taken into account in those discussions</li> <li>a suitable training programme to assist line managers in managing staff who are working remotely is put in place in October 2020</li> </ul> </li> </ul>	HGS	31/10/20	Yes	CR published in full
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<ul style="list-style-type: none"> <li>○ the publication arrangements in the CR</li> <li>• The HOCS will email all members of staff to advise them of the above</li> </ul>	HGS	09/10/20		
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#### 7. Review of annual actions (2019-20) under the C5 Human Resources Strategy

<ul style="list-style-type: none"> <li>• Deferred to next meeting</li> </ul>				
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#### 8. Learning & Development Plan 2020-21

<ul style="list-style-type: none"> <li>• Deferred to next meeting</li> </ul>				
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#### 9. External newsletter

<ul style="list-style-type: none"> <li>• The CR was considered and the recommendations were agreed</li> <li>• The SMT agreed that the circulation and procedure be developed as set out</li> <li>• The SMT agreed the publication arrangements</li> </ul>				CR published in full
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#### 10. Review of key document: C2 How the Commissioner will respond to FOI requests during the temporary closure of the office premises due to the impact of the COVID-19 pandemic

<ul style="list-style-type: none"> <li>• The CR was considered and the recommendations were agreed</li> <li>• The SMT approved the key document: C2 How the Commissioner will respond to FOI requests during the temporary closure of the office premises due to the impact of the COVID-19 pandemic</li> <li>• The SMT agreed the publication arrangements</li> </ul>			Yes	CR published in full  Guidance available <a href="#">here</a>
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#### 11. Review of key document: C2 Coronavirus (Scotland) Act 2020: Determining the effects of the coronavirus on an authority's ability to respond to requests

<ul style="list-style-type: none"> <li>• The CR was considered and the recommendations were agreed</li> <li>• The SMT approved the key document: C2 Coronavirus (Scotland) Act 2020: Determining the effects of the coronavirus on an authority's ability to respond to requests</li> <li>• The SMT agreed the publication arrangements</li> </ul>			Partial	CR published in full  Key document withheld – Exemptions 27(1)
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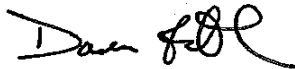
**12. Review of key document: C2 Coronavirus (Scotland) Act 2020: Determining the effects of the coronavirus on requests responded to between 7 April 2020 and 26 May 2020**

<ul style="list-style-type: none"> <li>• The CR was considered and the recommendations were agreed</li> <li>• The SMT approved the key document: C2 Coronavirus (Scotland) Act 2020: Determining the effects of the coronavirus on requests responded to between 7 April 2020 and 26 May 2020</li> <li>• The SMT agreed the publication arrangements</li> </ul>			Partial	<p>CR published in full – see item 11</p> <p>Key document withheld – Exemption S27(1)</p>
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**13. AOB**

There were no additional items				
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**Signed off by:**



**Date:** 28 October 2020