

**Scottish Information Commissioner**  
**Minutes of the Monthly Senior Management Team Meeting**  
**16 December 2021 – 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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Fax: 01334 464611

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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)

Apologies: Finance and Administration Manager – Kim Berry (KB) (Minutes)

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

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| <p><b>1.1 Review of minutes – 24/11/21</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 |  |
|---|--|--|-----|--|

**2. Key Documents – outstanding, due and not completed**

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|--|--|--|---------|--|
| <ul style="list-style-type: none"> <li>Updates were noted</li> <li>The SMT agreed that the document should be published with the exception of the column that sets out additional comments.</li> </ul> |  |  | Partial | Report published with the exception of comments column – Exemptions s30(b)(ii) and s38(1)(b) |
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### 3. Finance Report

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| <ul style="list-style-type: none"> <li>The Committee Report (CR) and the Financial Summary – Variance Analysis as at 30 September 2021 were noted by the SMT</li> <li>The SMT agreed the publication recommendations</li> </ul> |  |  | Yes | CR published in full<br><br>Financial Summary available <a href="#">here</a> |
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### 4. Q2 Interventions Report

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| <ul style="list-style-type: none"> <li>The CR and Q2 Activity Report were noted</li> <li>The publication recommendations were agreed</li> <li>The Q1 report considered at the MSMTM meeting in November will be published at the same time as the Q2 report and a link added to the Guide to Information</li> </ul> |  |  | Yes | CR published in full<br><br>Q1 & Q2 Activity Reports available <a href="#">here</a> |
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### 5. Phase 1 new website development and build - update

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| <ul style="list-style-type: none"> <li>The CR was noted by the SMT</li> <li>The publication recommendation was agreed</li> </ul> |  |  | Yes | CR published in full |
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### 6. Key documents ad hoc update:

#### Accessibility statement Commissioner's website

#### Accessibility statement – Statistics portal

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| <ul style="list-style-type: none"> <li>The SMT approved the updated key document C2 Accessibility Statement regarding the Commissioner's website following an ad hoc review</li> <li>This key document will be updated again before the launch of the new website in 2022</li> <li>The SMT agreed that the approved key document C2 Accessibility Statement – Statistics Portal will be removed as a key document from 5 January 2022 as this is no longer required</li> <li>The publication recommendations were agreed</li> </ul> |  |  | Partial | CR published in full<br><br>Accessibility Statements withheld – Exemption s27(1) |
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### 7. Key document planned review: Public Service Reform Act 2010 (PSRA) definition of public relations - internal guidance note

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| <ul style="list-style-type: none"> <li>The SMT approved the update to the key document C7 Public Services Reform Act 2010 – “definition of public relations” Internal Guidance Note</li> <li>The publication recommendations were agreed</li> </ul> |  |  | Partial | CR published in full<br><br>Draft Public Services Reform Act 2010 – “definition of |
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|  |  |  |  | public relations”<br>Internal<br>Guidance Note<br>withheld –<br>Exemption<br>s27(1) |
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## 8. Review of Temporary Closure of Office Premises

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| <ul style="list-style-type: none"> <li>• The SMT agreed: <ul style="list-style-type: none"> <li>○ the office premises should remain temporarily closed due to the COVID-19 pandemic until 28 February 2022, with a further review by 25 February 2022</li> <li>○ from 1 March 2022, a gradual re-opening of the office premises can begin, subject to relevant guidance and the relevant health and safety requirements and measures being in place</li> <li>○ temporary remote working remains the default and the temporary remote working arrangements that are in place continue</li> <li>○ all members of staff are consulted on the relevant draft risk assessments and health and safety measures to be put in place in due course and wellbeing discussions relating to the gradual return to the office premises take place in January and February 2022</li> <li>○ our stakeholders and the public are notified, as appropriate, of the continued temporary closure of the office premises due to the COVID-19 pandemic and the anticipated gradual re-opening of the office premises</li> <li>○ the HOCS and the Finance and Administration Manager (FAM) continue working on the draft risk assessments, the health and safety arrangements and the work required to enable the required physical distancing and hygiene measures to be in place for the gradual re-opening to take place</li> <li>○ the HOCS keeps the human resources guidance under review and arranges for any required further guidance to be prepared and submitted to the SMT for approval, as necessary</li> </ul> </li> <li>• The publication recommendations were agreed</li> </ul> |  |  | Yes | CR published in full |
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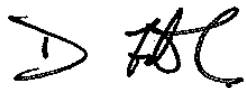
**9. Operational Risk Register 2021-22**

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| <ul style="list-style-type: none"> <li>The SMT considered whether the Operational Risk Register 2020-21(ORR) should be reviewed in the light of the latest guidance and impact of the COVID-19 pandemic and the Omicron variant. The SMT decided that no changes were required at this point given the existing controls and action planned. However, the ORR would continue to be kept under review.</li> </ul> |  |  | No | Operational Risk Register withheld – Exemptions s30(b)(ii), s30(c) and s39(1) |
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**10. AOB**

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| <ul style="list-style-type: none"> <li>No AOB</li> </ul> |  |  |  |  |
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**Signed off by:**



**Date:** 03/02/22