

KEY DOCUMENT REVIEWS OVERDUE/FORTHCOMING TO 30 September 2021
Sorted by 1. Responsible Manager; 2. Date next planned review (oldest first)

C5	Records review Procedures	75246	Procedure	HCCS	FAM	3. Yearly	Aug 19	B
C5	Workplace Administration Manual	85941	Procedure	HCCS	FAM	3. Yearly	Feb 20	B
C5	Carbon Footprint Update Procedures	95053	Procedure	HCCS	FAM	3. Yearly	Mar 20	B
C5	Virtual Cabinet Administrator Manual	95080	Procedure	HCCS	FAM	3. Yearly	Jul 20	B
C5	IT & Telephone Manual	95069	Procedure	HCCS	FAM	3. Yearly	Oct 20	B
C5	PAYROLL and Pensions Procedures	132868	Procedure	HCCS	FAM	Annual	Jan 21	B
C4	Fixed Assets Policy	103556	Policy	HCCS	FAM	3. Yearly	Mar 21	B
C5	Environmental Policy	9706	Policy	SMT	HCCS	5. Yearly	Feb 18	B
C5	Information and Records Management Policy	38244	Pol&Pro	SMT	HCCS	Annual	Mar 18	B
C5	File Plan and Retention Schedule	72711	Procedure	SMT	HCCS	Annual	Mar 18	B
C9	Open Data Publication Plan (Excel Master)	69773	Policy	SMT	HCCS	Annual	Mar 18	B
C1	Equality Policy	19231	Pol&Pro	SMT	HCCS	Annual	Dec 18	B
C1	Unacceptable Actions Policy	29132	Policy	SMT	HCCS	3. Yearly	Dec 18	B
C1	Ministry of Justice Payroll Services Agreement	35075	Other	SIC	HCCS	As required	Dec 18	B
C5	Performance & Development Framework Handbook	45584	Handbook	SMT	HCCS	2. Yearly	Dec 18	B
C5	Anti-harassment, bullying and victimisation Policy and Procedure	48666	Pol&Pro	SMT	HCCS	3. Yearly	Dec 18	B
C7	Quality Assurance Criteria and Procedures - Enquiries	99932	Procedure	SMT	HCCS	Annual	Dec 18	B
C7	Equality monitoring - Service users, annual report	100948	Report	SMT	HCCS	Annual	Jan 19	B
C5	Information Asset Register	93578	Other	SMT	HCCS	2. Yearly	Nov 19	B
C2	Enquiries Guidance and Procedures	44851	Procedure	SMT	HCCS	3. Yearly	Dec 19	B
C5	PRSA Records Management Plan	42970	Plan	SMT	HCCS	3. Yearly	Feb 20	B
C5	Key Documents Handbook	94980	Pol & Pro	SMT	HCCS	3. Yearly	Feb 20	B
C2	Responding to Information Requests Guidance and Procedures	65601	Procedure	SMT	HCCS	3. Yearly	Mar 20	B
C5	Information and Records Management Handbook	65931	Procedure	SMT	HCCS	3. Yearly	Mar 20	B
C5	Business Continuity Plan	10241	Plan	SMT	HCCS	Annual	Dec 20	B
C5	Health & Safety Policy and Handbook	126801	Pol&Pro	SMT	HCCS	Annual	Jan 21	B
C5	Health & Safety Policy and Handbook (relocated version for publication)	126802	Pol&Pro	SMT	HCCS	Annual	Jan 21	B
C5	Model Induction Manual	43747	Manual	SMT	HCCS	As required	Jan 21	B
C1	Internal Communications	70218	Policy	SMT	HCCS	5. Yearly	Jan 21	B
C2	How the Commissioner will respond to FOI requests during the temporary office closure due to the Covid-19 pandemic	140287	Policy	SMT	HCCS	As required	Feb 21	A
C1	Memorandum of Understanding between the Keeper of the Records of Scotland and SIC - in relation to transfer of records	37724	Pol&Pro	SMT	HCCS	As required	Mar 21	B
C1	Complaints Handling Procedures	55658	Procedure	SMT	HCCS	3. Yearly	Mar 21	B
C1	How to make a complaint	55973	Other	SMT	HCCS	3. Yearly	Mar 21	B
C2	Statement of Public Task under the Re-use of Public Sector Information Regulations 2015	69778	Statement	SMT	HCCS	Annual	Mar 21	B
C5	Employee Handbook	17556	Handbook	SMT	HCCS	Annual	Mar 21	A
C1	2020-21 Ml Keyse register of interests declaration form	135466	Form	HCCS	HCCS	Annual	Apr 21	B
C1	2020-21 D Fitzhenry register of interests declaration form	135465	Form	HCCS	HCCS	Annual	Apr 21	B
C1	2020-21 E Gray register of interests declaration form	135467	Form	HCCS	HCCS	Annual	Apr 21	B
C1	2020-21 H Gardner-Swift register of interests declaration form	135468	Form	HCCS	HCCS	Annual	Apr 21	B
C5	Human Resources Strategy	121405	Plan	SMT	HCCS	2. Yearly	Apr 21	B
C1	Statement on Sustainable Growth	135631	Statement	SMT	HCCS	Annual	May 21	B
C1	Risk Management Policy	137943	Policy	SMT	HCCS	Annual	May 21	B
C5	Privacy Notice	102891	Policy	SMT	HCCS	Annual	May 21	A
C5	Healthy Living Scheme policy, procedure and guidance	79069	Pol & Pro	SMT	HCCS	Annual	May 21	B
C1	Internal Audit Plan 2020-21 to 2022-22	139281	Plan	SMT	HCCS	Annual	Aug 21	B
C1	Internal Audit Policy	139288	Policy	SMT	HCCS	Annual	Aug 21	B
C1	Memorandum of Understanding between the Scottish Information Commissioner, the Crown Office & Procurator Fiscal Service and the Chief Constable of the Police Service of Scotland (unsigned)	35562	Pol&Pro	SIC	HOE	As required	May 18	B
C1	2018 Unacceptable Actions Register & Guidance	103697	Report	SMT	HOE	Annual	Jan 19	B
C2	FOISA Guidance - Verbatim or repeated requests	76436	Procedure	SMT	HOE	3. Yearly	Aug 19	A
C2	EUISA Exception Guidance - Regulation 10(4)(b) - Main faculty unreasonable requests	76574	Briefing	SMT	HOE	3. Yearly	Aug 19	A
C2	DPIA - Review of Investigations Handbook	123386	DPIA	SMT	HOE	Annual	Jan 20	B

Exemptions
s30(b)(ii) and
s38(1)(b)

C2	FOISA Guidance: FOI in the UK - Differences between the Scottish and UK FOI Acts	91522	Briefing	SMT	HOE	3 Yearly	Apr 20	A
C2	EIRs Guidance Regulation 10(5)(a) International relations, defence, etc.	89652	Briefing	SMT	HOE	3 Yearly	Jun 20	A
C2	EIRs Guidance Regulation 10(5)(b) Course of justice, ability to receive a fair trial, etc.	89655	Briefing	SMT	HOE	3 Yearly	Jun 20	A
C2	EIRs Guidance Regulation 10(5)(g) Protection of the environment v01	91526	Briefing	SMT	HOE	3 Yearly	Aug 20	A
C2	EIRs Guidance Regulation 10(4)(c) Requests which require a public authority to disclose information in communications v01	91529	Briefing	SMT	HOE	3 Yearly	Aug 20	A
C2	EIRs Guidance Regulation 10(4)(e) Internal communications v01	91535	Briefing	SMT	HOE	3 Yearly	Aug 20	A
C2	EIRs Guidance Regulation 10(5)(f) Third party interests v01	91537	Briefing	SMT	HOE	3 Yearly	Aug 20	A
C2	EIRs Guidance Regulation 10(5)(c) Intellectual property rights v01	91540	Briefing	SMT	HOE	3 Yearly	Aug 20	A
C2	Policy on seeking legal expenses	97944	Policy	SIC	HOE	3 Yearly	Jan 21	A
C2	C2 EIRs Guidance Introduction to the EIRs	97984	Briefing	SMT	HOE	3 Yearly	Jan 21	A
C2	C2 EIRs Guidance What is environmental information?	97989	Briefing	SMT	HOE	3 Yearly	Jan 21	A
C2	C2 EIRs Guidance Which bodies are covered by the EIRs?	97992	Briefing	SMT	HOE	3 Yearly	Jan 21	A
C2	C2 EIRs Guidance What do the EIRs require Scottish public authorities to do?	97994	Briefing	SMT	HOE	3 Yearly	Jan 21	A
C2	C2 EIRs Guidance Handling requests for environmental information	97997	Briefing	SMT	HOE	3 Yearly	Jan 21	A
C2	C2 EIRs Guidance The Exceptions	97999	Briefing	SMT	HOE	3 Yearly	Jan 21	A
C2	C2 EIRs Guidance Enforcement Policy	130822	Policy	SMT	HOE	4 Yearly	Jan 21	A
C2	FOISA Exemption Guidance Section 25 Information otherwise accessible	98851	Briefing	SMT	HOE	3 Yearly	Feb 21	A
C2	FOISA Exemption Guidance Section 26 Prohibitions on disclosure	104208	Briefing	SMT	HOE	3 Yearly	Jun 21	A
C2	Exemption Guidance Section 27 Information intended for future publication	104211	Briefing	SMT	HOE	3 Yearly	Jun 21	A
C2	FOISA Exemption Guidance Section 38 Personal Information	131223	Briefing	SMT	HOE	3 Yearly	Jul 21	A
C2	EIRs Guidance Regulation 11 Personal Data	131225	Briefing	SMT	HOE	3 Yearly	Jul 21	A
C2	How to make a valid application to the Scottish Information Commissioner: Guidance for requesters	123375	Briefing	SMT	HOE	2 Yearly	Aug 21	B
C1	2014.05.26 Memorandum of Understanding with the Keeper of the Records of Scotland (regulatory function) SIGNED	43175	Pol&Pro	SMT	HOP1	5 Yearly	Apr 18	A
C2	Setting up your FOI function: Guidance for Scottish public authorities new to FOI	66181	Tool	SMT	HOP1	Annual	Apr 18	B
C2	Setting up your FOI function: Checklist for Scottish public authorities new to FOI	66189	Tool	SMT	HOP1	Annual	Apr 16	B
C5	Visual Identity, style and formatting guide	76433	Pol & Pro	SMT	HOP1	3 Yearly	Oct 19	A
C2	Making the most of your right to know: tips for requesting information under FOISA and the EIRs	80302	Briefing	SMT	HOP1	3 Yearly	Nov 19	A
C5	Website terms and conditions statement	81597	Policy	SMT	HOP1	3 Yearly	Nov 19	A
C2	Developing Public Authority FOI Practice Strategic Approach 2016-2020	85372	Policy	SMT	HOP1	3 Yearly	Jan 20	A
C2	Publication Scheme Notification: Internal management procedures	84988	Procedure	HOP1	HOP1	3 Yearly	May 20	
C2	C2 Your Right To Know - External Print Version	56478	Briefing	SIC	HOP1	5 Yearly	Jul 20	A
C2	C2 Your Right To Know - Online Word Version	56481	Briefing	SIC	HOP1	5 Yearly	Jul 20	A
C2	Communication Strategy 2015-20	127998	Policy	SMT	HOP1	2 Yearly	Jul 20	B
C2	SIC writer account: conventions, procedures and protocols	64091	Procedure	SMT	HOP1	2 Yearly	Mar 21	B
C2	Who is covered by FOI legislation in Scotland? Schedule 1 to the Freedom of Information (Scotland) Act 2002	86817	Briefing	SMT	HOP1	Annual	Mar 21	A
C2	Accessibility Statement - Statistics Portal	138514	Briefing	SMT	HOP1	Annual	Jun 21	
C2	Accessibility Statement - Commissioner's Website	138518	Briefing	SMT	HOP1	Annual	Jun 21	
C2	VI Formatting Quick Guide	50113	Procedure	SMT	SIC	5 Yearly	Oct 19	B
C2	2020-2024 Strategic Plan	132850	Plan	SIC	SIC	Annual	Jan 21	A
C7	Performance and Quality Framework 2019-20	140322	Plan	SMT	SIC	Annual	Apr 21	B