

Scottish Information Commissioner
Minutes of the Monthly Senior Management Team Meeting
2 June 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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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 - Kim Berry (KB) (Minutes)

Apologies: Finance and Administration Manager – Liz Brown (LB)

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

<p>1.1 Review of minutes – QSMTM, 29/04/2021 and 12/05/2021</p> <ul style="list-style-type: none"> The minutes were approved and will be published with the relevant papers. <p>1.2 Action points update</p> <ul style="list-style-type: none"> No action points outstanding <p>1.3 Matters outstanding</p> <ul style="list-style-type: none"> Minor amendment to Statement on Sustainable Growth 2020-21 to be approved 	HGS	11/06/21	Yes	
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2. Operational Plan 2021-22 Monitoring Report

<ul style="list-style-type: none"> The SMT reviewed the Operational Plan 2021-22 Monitoring Report and discussed updates DF noted that as anticipated at this time of year, work on planned projects has either just started or is due to start later in the year 			Yes	Report published in full – available here
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3. Operational Risk Register 2021-22

<ul style="list-style-type: none"> The SMT reviewed the Operational Risk Register 2021-22 and updates were discussed and noted. 			No	Operational Risk Register withheld – Exemptions s30(b)(ii), s30(c) and s39(1)
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4. Governance Reporting – assurance report

<ul style="list-style-type: none"> The SMT Considered the committee report (CR) and noted the following: <ul style="list-style-type: none"> an ad hoc review of the Governance Arrangements and Governance Reporting Arrangements (GRA) was carried out in October 2020 to incorporate the interim governance arrangements of the 42 reporting measures, 38 were achieved in full, two were partially met, one has not been complied with by the date of this meeting but is due to be complied with in Q1 2021-22 and one has not been met. reasons for the partial and not met reporting requirements are provided in the report HGS provided assurance to the SMT that, taking account of the number of measures that have been met and the reasons for the small number of reporting measures that have been partially met or not met, there has been compliance with the GRA for 2020-21 it was agreed that item 26, Quality Assurance – Investigations will move to quarterly reporting with effect from 1 April 2021. HGS will make the necessary amendment to the GRA. The SMT agreed the publication arrangements set out in paragraph 19 of the CR. 	HGS	11/06/21	Yes	Committee Report published in full
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5. Employee Handbook

<ul style="list-style-type: none"> The SMT noted the committee report (CR) and considered the draft revised Employee Handbook: <ul style="list-style-type: none"> The draft revised Employee Handbook was issued for staff consultation for the period 23 April 2021 to 19 May 2021. 			Partial	Committee Report published in full save for the Appendix – Exemption s38(1)(b)
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<ul style="list-style-type: none"> ○ The few comments received from staff are shown on the draft Employee Handbook as track changes ○ A query was raised regarding special leave which HGS will review and provide clarification to SMT ● The SMT agreed the following recommendations <ul style="list-style-type: none"> ○ subject to clarification regarding provision for special leave, the Employee Handbook was approved ○ the key document actions as set out in paragraph 14 of the CR are approved ● The SMT agreed the publication arrangements as set out in the paragraph 18 of the CR 	HGS	11/06/21		Revised Employee Handbook withheld – Exemption s27(1)
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6. Policy and Information Team – team resource

<ul style="list-style-type: none"> ● The SMT considered the committee report (CR) and noted the following: <ul style="list-style-type: none"> ○ additional capacity is required, to be provided on at temporary basis for a period of up to 12 months ○ it is proposed that recruitment of an FOIO (P&I) will be by way of an external secondment of a member of staff from the ICO's office ○ the proposed grade of the post will be grade 4 ○ approval from the SPCB is not required ● DF approved the recruitment of a FOIO (P&I) by way of external secondment subject to the UK Information Commissioner's Office agreeing the proposed arrangements ● the SMT approved the business case and the proposed grade of the post – Grade 4 ● A minor amendment to paragraph 15 to clarify the security clearance requirements for the post ● The SMT agreed the publication arrangements set out in the Publication section of the CR 	EMG	11/06/21	Yes	Committee Report published in full
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7. Payroll Services

<p>s30(b)(i), s30(b)(ii), s33(1)(b), s36(2)</p>			N/A	This minute is withheld in its entirety – Exemptions 30(b)(i) and (ii),
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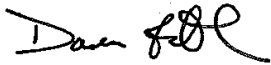
s30(b)(i), s30(b)(ii), s33(1)(b),
s36(2)

33 (1)(b) and
36(2)

8. AOB

- There were no AOB items

Signed off by:



Date: 7 June 2021