

Scottish Information Commissioner
Minutes of the Monthly Senior Management Team Meeting
30 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)
 Finance and Administration Manager – Liz Brown (LB) (Minutes)

Apologies:

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

<p>DF acknowledged how busy the office is and thanked everyone for their hard work</p> <p>1.1 Review of minutes – MSMTM, 02/06/2021</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"> None 			Yes	
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2. Key Documents – outstanding, due and not completed

<ul style="list-style-type: none"> Updates were provided on the progress being made with the reviews 			Partial	Report published with the exception of
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<ul style="list-style-type: none"> DF noted that delays in completing full reviews of some key documents is inevitable at the moment because of workloads and is of the view that this is acceptable as he is confident ad-hoc updates are being made when required The SMT agreed that the document should be published with the exception of the column which includes comments 				<p>comments column – Exemptions s30(b)(ii) and s38(1)(b)</p>
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3. Draft Annual Report and Accounts 2020-21 (ARA) - Performance Report

<ul style="list-style-type: none"> The Committee Report was noted by the SMT The SMT: <ul style="list-style-type: none"> approved the draft Performance Report subject to minor alterations which will be agreed by email agreed the publication arrangements 	SMT	05/07/21	Partial	<p>Committee Report published in full Draft Performance Report not published - Exemptions s30(b)(i) and s30(b)(ii)</p>
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4. Review of Key Documents - C5 Information and Records Management Policy and C5 Information and Records Handbook

<ul style="list-style-type: none"> The Committee Report was noted by the SMT The SMT: <ul style="list-style-type: none"> approved the draft Information and Records Management Policy approved the draft Information and Records Management Handbook agreed the key document actions agreed the publication arrangements 			Partial	<p>Committee Report published in full Both key documents not published - Exemption s27(1)</p>
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5. Review of Key Document - C5 Records Management Plan

<ul style="list-style-type: none"> The Committee Report was noted by the SMT The SMT: <ul style="list-style-type: none"> approved the draft Records Management Plan agreed that the draft Records Management Plan, along with the associated evidence, be submitted to the Keeper of the Records of Scotland for consideration and approval agreed the publication arrangements 			Partial	<p>Committee Report published in full Draft Records Management Plan not published - Exemptions s30(b)(i) and s30(b)(ii)</p>
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<ul style="list-style-type: none"> HGS explained that once the draft Records Management Plan has been considered and approved by the Keeper of the Records of Scotland it will be referred back to the Senior Management Team if any changes are recommended Following the meeting the Keeper advised that the Records Management Plan had to be approved and not submitted in draft and the SMT confirmed by email, on 30/06/21, that the Records Management Plan was approved and could be submitted to the Keeper 				
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6. Review of Key Documents – C2 Website Accessibility Statements

<ul style="list-style-type: none"> The Committee Report was noted by the SMT The SMT: <ul style="list-style-type: none"> approved both website accessibility statements agreed the key document recommendations agreed the publication arrangements 			Partial	Committee Report published in full Both key documents not published - Exemption s27(1)
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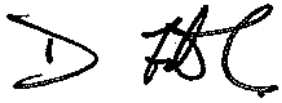
7. Review of Key Document - C7 Performance and Quality Framework 2021-22

<ul style="list-style-type: none"> The Committee Report was noted by the SMT The SMT: <ul style="list-style-type: none"> approved the Performance and Quality Framework 2021-22 subject to a final proof agreed the key document actions agreed the publication arrangements It was noted that the frequency of reports on Interventions should be quarterly – EMG will submit a formal recommendation for consideration at the next SMT meeting and recommend that the Governance Reporting Arrangements are updated to reflect this The key document actions were agreed The publication recommendations were agreed 	LB/HGS	25/07/21	Partial	Committee Report published in full Framework not published - Exemption s27(1)
	EMG	04/08/21		

8. AOB

<ul style="list-style-type: none"> There were no AOB items 				
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Signed off by:



Date: 27/07/2021