

Scottish Information Commissioner
Minutes of the Monthly Senior Management Team Meeting
14 September 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: Head of Corporate Services - Helen Gardner-Swift (HGS) (Chair)
 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) (Minutes)

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 – 4 August 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"> No matters outstanding 			Yes	
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2. Finance Report

<ul style="list-style-type: none"> The Committee Report (CR) was deferred and will be submitted to the next MSMTM 			N/A	
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3. 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 comments
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<ul style="list-style-type: none"> The SMT agreed that the document should be published with the exception of the column which includes comments 				column – Exemptions s30(b)(ii) and s38(1)(b)
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4. Health & Safety

<ul style="list-style-type: none"> The Committee Report (CR) was deferred and will be submitted to the next MSMTM 			N/A	
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5. Performance & Development Framework 2020-21

<ul style="list-style-type: none"> The CR was deferred and will be submitted to the next MSMTM 			N/A	
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6. Learning & Development Plan

<ul style="list-style-type: none"> The CR was deferred and will be submitted to the next MSMTM 			N/A	
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7. Review of HR Strategy

<ul style="list-style-type: none"> The CR was deferred and will be submitted to the next MSMTM 			N/A	
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8. Review of Key Documents – Accessibility Statement for Commissioner’s website

<ul style="list-style-type: none"> The CR and revised Accessibility Statement were considered The SMT agreed the following recommendations and actions: <ul style="list-style-type: none"> The proposed changes to the key document, Website Accessibility Statement for the Commissioner’s website were approved The records management actions were agreed: <ul style="list-style-type: none"> update the Register of Key Documents HOPI is responsible Manager and SMT is approver key document will be published on the accessibility page of the Commissioner’s website The publication recommendations were approved 	EMG	24/09/21	Partial	CR published in full Accessibility Statement withheld – Exemption s27(1)
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9. Equality Policy review

<ul style="list-style-type: none"> • The CR was considered • The SMT agreed the following recommendations and actions: <ul style="list-style-type: none"> ○ The revised key document, Equality Policy was approved ○ The records management actions were agreed: ○ The document will be published in Class 1 of the Guide to Information ○ Reviewed annually ○ Responsible Manager will be the HOCS ○ Approver will be the SMT • The publication recommendations were approved 	HGS	24/09/21	Partial	<p>CR published in full</p> <p>Equality Policy withheld – Exemption s27(1)</p>
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10. Review of temporary closure of the office premises

<ul style="list-style-type: none"> • The CR was considered and the following were noted: <ul style="list-style-type: none"> ○ the SMT was due to review the temporary closure of the office premises by 14 September 2021 ○ when carrying out such a review the SMT take account of a number of matters, including Scottish Government guidance ○ on 13 August 2021, the SG published updated guidance and, on 10 September 2021, published further updated guidance on working arrangements which urges employers to exercise caution as re-opening could result in an increase in cases and may require specific restrictions or higher levels of general protective measures ○ in August 2021, the Head of Corporate Services (HOCS) and Corporate Services Team (CST) began the more detailed work on the draft risk assessments and arrangements that will need to be in place to enable the office premises to re-open and these are now being finalised. • The SMT agreed the following recommendations and actions: 			Yes	CR published in full
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<ul style="list-style-type: none"> ○ that the temporary closure of the office premises would remain in place until 31 December 2021 ○ from January 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 ○ the HOCS submits a report to the SMT by 30 November 2021 updating the SMT on the work being undertaken relating to the re-opening of the office premises and take in to account any further relevant guidance ○ temporary remote working remains the default and the temporary remote working arrangements that are in place continue ○ the HOCS and the Finance and Administration Manager (FAM) finalise the draft risk assessments and the health and safety arrangements and undertake the work required to enable the required physical distancing and hygiene measures to be in place for the gradual re-opening to take place ○ all members of staff are consulted on the relevant draft risk assessments and health and safety measures to be put in place and wellbeing discussions to take place ○ the HOCS reviews the human resources guidance and arrange for any required further guidance to be prepared and submitted to the SMT for approval, as necessary ○ 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 gradual re-opening of the office premises ○ HOCS will update staff by email ● The publication recommendations were approved 	HGS	17/09/21		
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11. Cookie Notice

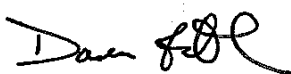
<ul style="list-style-type: none"> ● The Head of Policy and Information (HOPI) provided a verbal update relating to work and recommendations previously agreed by the SMT ● The SMT agreed that the planned work to implement a new cookie notice will focus on developing a notice to be in place for the new 			N/A	
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<p>website rather than the current website for the following reasons:</p> <ul style="list-style-type: none"> ○ the current website is due to be decommissioned and be replaced by the end of February 2022. ○ any notice developed for the current website would take time to develop and require additional resource which would not seem appropriate taking account of the intended decommissioning of the website ○ a new cookie notice will be required for the new website and it would be additional resource required should be used for these purposes 				
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12. AOB

<p>Website:</p> <ul style="list-style-type: none"> • The HOPI provided a verbal update relating to the current website • The SMT noted that the Commissioner’s current website supplier has indicated that hosting and maintenance support for the Commissioner’s current website will cease by end of February 2022. • The SMT, in principle, agreed the following: <ul style="list-style-type: none"> ○ the development and build of a new website (with a view to launch Phase 1 of the website by the end of February 2022 at the latest) ○ a business analyst and, also, potentially content design expertise be put in place to support this work ○ HOPI to prepare a formal business case relating to the development and build of a new website and the additional external support that is needed and a related CR for consideration by the SMT by 30 Sept 2021 			N/A	
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Signed off by:



Date: 7 October 2021