

# Scottish Information Commissioner Minutes of the Monthly Senior Management Team Meeting 7 October 2021 – by video conference

#### NOTE TO READER:

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Scottish Information Commissioner, Kinburn Castle, Doubledykes Rd, St Andrews, Fife, KY16 9DS

Tel: 01334 464610 Fax: 01334 464611

enquiries@itspublicknowledge.info

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) (Minutes)

Details	Action By	Target Completion Date	Publish Yes / No	Comments
1. Minutes, action points update and matters outstar	nding			
1.1 Review of minutes – 14 September 2021				
The minutes were approved and will be published with the relevant papers.			Yes	
It was noted that DF chaired the meeting, not HGS.				
1.2 Action points update				
No action points outstanding				

# 2. Operational Plan 2021-22 - Monitoring Report

1.3 Matters outstandingNo matters outstanding

The SMT reviewed the Operational Plan 2021-22     Monitoring Report and agreed it could be published	Yes Operational Plan Monitoring Report 2021-22 published in full
	– available here

VC158681 Page 1



3. Operational Ris	k Register 2021-22				
The SMT revie 2020-21 (ORR	wed the Operational Risk Register )			No	ORR withheld – Exemptions
HGS to update review.	the ORR 2021-22 following the	HGS	28/10/21		s30(b)(ii), s30(c) and s39(1)
4. Health & Safety					
The Committee     be submitted to	e Report (CR) was deferred and will o a MSMTM			N/A	
5. Finance Report	Q1				
Financial Sum June 2021 • The SMT agre Summary – Va	idered and noted the CR and the mary – Variance Analysis as at 30 ed that the CR and the Financial triance Analysis as at 30 June 2021 as set out in the CR			Yes	Committee Report published in full Financial Summary available here
6. Performance &	Development Framework 2020-21				
Performance a (P&DF) for the 2020-21 • The SMT agree	d the CR and the assurance on the and Development Framework reviews carried out in respect of ed the publication arrangements as graph 25 in the CR			Partial	Committee Report published except paragraph 13 - Exemption s38
7. Review of HR St	trategy	1		1	
<ul> <li>The SMT noted Human Resourthe Executive S</li> <li>The SMT agree be amended to</li> <li>The SMT agree</li> </ul>	d the annual actions under the rces Strategy (HRS) as set out in Summary in the CR ed that the review date of the HRS			Yes	Committee Report published in full
set out iii paraț	graph 19 III line Ort.				
8. Strategic Risk R	legister 2021-22				Toon 1
The SRR 2021 the Q2 QSMTN	-22 will be reviewed by the SMT at	HGS		No	SRR withheld – Exemptions s30(b)(ii), s30(c) and s39(1)
		•		•	

VC158681 Page 2



# 9. Internal Audit Policy and Internal Audit Plan 2021-22 to 2023-24

•	The Cor	mmissioner and the SMT:		Partial	Committee
					Report
	0	approved the draft Internal Audit Policy			published in full
	0	approved the draft Internal Audit Policy (the IA Policy) 2021-22			
	0	approved the draft Internal Audit Plan			Draft IA Policy
	O	2021-2022 to 2023-24 (the IA Plan)			2021-22 and the
	0	approve the key document actions set out			draft IA Plan
	Ü	in paragraphs 18 and 19 in the CR			2021-22 to 2023-24 not
					published
					Exemption
•		T agreed the publication arrangements as			s27(1)
	set out i	in paragraph 21.			02.(1)
					The additional
					column in the
					draft IA Plan
					2021-22 to
					2023-24 relating
					to the SRR not
					published
					Exemption
					s30(b)(ii), s30(c)
					and s39(1) of FOISA
					I OISA
l					

## 10. Website development and build

10. 110501	te development and build	r		
	The SMT noted the content of the CR and the attached paper		Yes	Committee Report and
	SMT agreed that:  the development and build of a Phase 1 website using the Digital Scotland Design System is begun as soon as possible with an external supplier			paper published in full
0	the Phase 1 website is launched by the end of February 2022 at the latest			
0	additional support/expertise for the Phase 1 website project is procured, if possible, including business analyst support and procurement support (as set out in paragraph 15 in the CR)			
0	the relevant preparatory work is begun to support the development of a new website (as set out in paragraph 15 in the CR)			

VC158681 Page 3

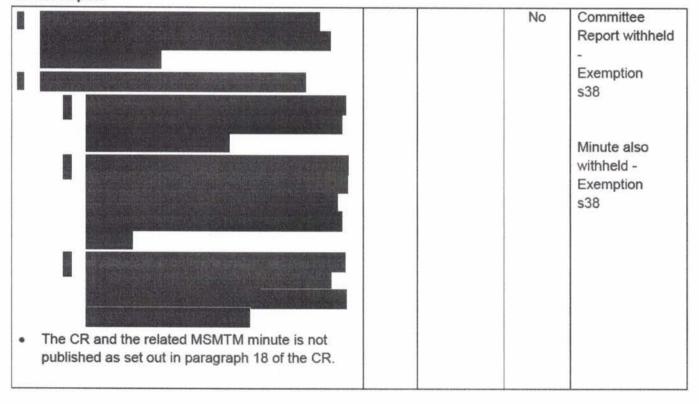


C	a progress/update CR relating to the Phase 1 website project is submitted to the SMT in December 2021.	
are p	SMT agreed that the CR and additional paper published as set out in the publication section e CR.	

# 11. Learning & Development Plan

	The SMT considered the CR	Partial	Committee
•	The SMT approved the Learning and Development Plan 2021-22 (L&D Plan 2021-22) (subject to further comment and amendment by the SMT)		Report published in full L&D Plan 2021-
•	The SMT agreed the publication recommendations set out in paragraph 16 in the CR.		22 is withheld - Exemption s38

## 12. HR Report



#### 13. AOB

None			
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VC158681 Page 4



Signed by:

DAC

Date: 3 November 2021