

Scottish Information Commissioner
Minutes of the Monthly Senior Management Team Meeting
7 October 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) (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 – 14 September 2021</p> <ul style="list-style-type: none"> The minutes were approved and will be published with the relevant papers. It was noted that DF chaired the meeting, not HGS. <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. Operational Plan 2021-22 - Monitoring Report

<ul style="list-style-type: none"> 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
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3. Operational Risk Register 2021-22

<ul style="list-style-type: none"> The SMT reviewed the Operational Risk Register 2020-21 (ORR) HGS to update the ORR 2021-22 following the review. 	HGS	28/10/21	No	ORR withheld – Exemptions s30(b)(ii), s30(c) and s39(1)
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4. Health & Safety

<ul style="list-style-type: none"> The Committee Report (CR) was deferred and will be submitted to a MSMTM 			N/A	
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5. Finance Report Q1

<ul style="list-style-type: none"> The SMT considered and noted the CR and the Financial Summary – Variance Analysis as at 30 June 2021 The SMT agreed that the CR and the Financial Summary – Variance Analysis as at 30 June 2021 are published as set out in the CR 			Yes	Committee Report published in full Financial Summary available here
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6. Performance & Development Framework 2020-21

<ul style="list-style-type: none"> The SMT noted the CR and the assurance on the Performance and Development Framework (P&DF) for the reviews carried out in respect of 2020-21 The SMT agreed the publication arrangements as set out in paragraph 25 in the CR 			Partial	Committee Report published except paragraph 13 - Exemption s38
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7. Review of HR Strategy

<ul style="list-style-type: none"> The SMT noted the annual actions under the Human Resources Strategy (HRS) as set out in the Executive Summary in the CR The SMT agreed that the review date of the HRS be amended to August 2022 The SMT agreed the publication arrangements as set out in paragraph 19 in the CR. 			Yes	Committee Report published in full
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8. Strategic Risk Register 2021-22

<ul style="list-style-type: none"> The SRR 2021-22 will be reviewed by the SMT at the Q2 QSMTM 	HGS		No	SRR withheld – Exemptions s30(b)(ii), s30(c) and s39(1)
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9. Internal Audit Policy and Internal Audit Plan 2021-22 to 2023-24

<ul style="list-style-type: none"> • The Commissioner and the SMT: <ul style="list-style-type: none"> ○ approved the draft Internal Audit Policy (the IA Policy) 2021-22 ○ approved the draft Internal Audit Plan 2021-2022 to 2023-24 (the IA Plan) ○ approve the key document actions set out in paragraphs 18 and 19 in the CR • The SMT agreed the publication arrangements as set out in paragraph 21. 			Partial	<p>Committee Report published in full</p> <p>Draft IA Policy 2021-22 and the draft IA Plan 2021-22 to 2023-24 not published Exemption s27(1)</p> <p>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</p>
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10. Website development and build

<ul style="list-style-type: none"> • The SMT noted the content of the CR and the attached paper • The SMT agreed that: <ul style="list-style-type: none"> ○ 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 ○ the Phase 1 website is launched by the end of February 2022 at the latest ○ 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) ○ the relevant preparatory work is begun to support the development of a new website (as set out in paragraph 15 in the CR) 			Yes	<p>Committee Report and paper published in full</p>
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<ul style="list-style-type: none"> ○ a progress/update CR relating to the Phase 1 website project is submitted to the SMT in December 2021. ● The SMT agreed that the CR and additional paper are published as set out in the publication section in the CR. 				
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11. Learning & Development Plan

<ul style="list-style-type: none"> ● The SMT considered the CR ● The SMT approved the Learning and Development Plan 2021-22 (L&D Plan 2021-22) (subject to further comment and amendment by the SMT) ● The SMT agreed the publication recommendations set out in paragraph 16 in the CR. 			Partial	<p>Committee Report published in full</p> <p>L&D Plan 2021-22 is withheld - Exemption s38</p>
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12. HR Report

<ul style="list-style-type: none"> ■ [REDACTED] ■ [REDACTED] ■ [REDACTED] ■ [REDACTED] ■ [REDACTED] ■ [REDACTED] ● The CR and the related MSMTM minute is not published as set out in paragraph 18 of the CR. 			No	<p>Committee Report withheld - Exemption s38</p> <p>Minute also withheld - Exemption s38</p>
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13. AOB

None				
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Signed by:



Date: 3 November 2021