

Scottish Information Commissioner
Minutes of the Quarterly Senior Management Team Meeting
03 November 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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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 – Liz Brown (LB) (Minutes)

Apologies: Finance and Administration Manager - Kim Berry (KB)

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 – 07/10/2021</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 a MSMTM 			N/A	
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3. Information Requests and Reviews

<ul style="list-style-type: none"> The CR was noted The SMT noted that the information in this CR has been uploaded to the FOI and EIR Statistics Portal 			Partial	Committee Report and exemptions/
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<ul style="list-style-type: none"> The publication recommendations were agreed subject to an agreed amendment in the CR 				<p>exceptions table published in full</p> <p>Summary table published here (Class 7)</p> <p>Outcome of requests table not published – Exemption s38(1)(b)</p>
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4. Subject Access Requests

<ul style="list-style-type: none"> The CR was noted The SMT noted that the information in this CR regarding the number of subject access requests received has been uploaded to the FOI and EIR Statistics Portal The publication recommendations were agreed subject to an agreed amendment in the CR 			<p>Partial</p>	<p>Committee Report published in full</p> <p>Summary table published here (Class 7)</p> <p>Outcome of requests table not published – Exemption s38(1)(b)</p>
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5. Enquiries Service

<ul style="list-style-type: none"> The CR was considered by the SMT and noted The SMT agreed that the addition of the table detailing the number of Enquiries dealt with by team is useful The publication recommendations were agreed subject to amendments in the CR 			<p>Yes</p>	<p>Committee Report published in full</p>
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6. Website statistics and performance

<ul style="list-style-type: none"> The CR and Website Statistics Report were noted The publication recommendations were agreed subject to amendments in the CR 			<p>Yes</p>	<p>Committee Report and Website Statistics Report published in full</p>
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7. Investigations Performance

<ul style="list-style-type: none"> The CR was noted The publication recommendations were agreed subject to amendments in the CR 			Partial	<p>Committee Report and appendix published in full</p> <p>Dashboard reports withheld – Exemption s27(1)</p>
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8. Quality Assurance – Investigations

<ul style="list-style-type: none"> The CR was noted The publication recommendations were agreed subject to amendments in the CR 			Yes	<p>Committee Report and appendix published in full</p>
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9. Key Documents

<ul style="list-style-type: none"> The SMT considered the list of Key Documents provided updates on the progress being made with the reviews It was noted that the approver and responsible manager columns need to be checked as some entries appear to be incorrect The SMT approved a change to the review date for the VI Formatting Quick Guide key document. The Key Document and Key Documents Register will be updated The SMT agreed that the document, once checked, should be published with the exception of the column which includes comments 	LB	05/11/21	Partial	<p>Report published with the exception of comments column – Exemptions s30(b)(ii) and s38(1)(b)</p>
	LB	05/11/21		

10. UK GDPR Report – 2021-22 Q1

<ul style="list-style-type: none"> The CR and update provided were noted The publication recommendations set out in the CR were agreed 			Partial	<p>Committee Report published in full</p> <p>GDPR Implementation Plan 2019-20 withheld – Exemption s30(b)(ii), s30(c) and s39(1)</p>
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11. Interventions Report 2020-2021

<ul style="list-style-type: none"> The report was deferred and will be submitted to a MSMTM 			N/A	
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12. Strategic Risk Register 2021-22

<ul style="list-style-type: none"> The SMT reviewed the Strategic Risk Register 2021-22 (SRR) HGS will update the SRR to reflect the changes agreed 	HGS	12/11/21	No	Strategic Risk Register withheld – Exemptions s30(b)(ii), s30(c) and s39(1)
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13. Health & Safety

<ul style="list-style-type: none"> The CR and assurance were noted The publication recommendations in the CR were agreed 			No	Committee Report withheld s30(b)(ii) and s39(1)
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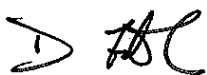
14. Service Standards – Compliments / Complaints

<ul style="list-style-type: none"> The CR was noted MK will remind her team to record compliments on the spreadsheet in VC The publication recommendations in the CR were agreed 	MK	12/11/21	Partial	Committee Report published in full Record of Compliments and Record of Complaints reports not published – Exemption s38(1)(b)
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15. AOB

<ul style="list-style-type: none"> No AOB 				
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Signed off by:



Date: 24/11/2021