

Scottish Information Commissioner
Minutes of the Monthly Senior Management Team Meeting
24 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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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),
 Finance and Administration Manager - Liz Brown (LB) (Minutes)

Apologies: Head of Policy & Information - Erin Gray (EMG),
 Finance and Administration Manager – Kim Berry (KB) (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 – 03/11/21</p> <ul style="list-style-type: none"> • Investigations Performance Committee Report - it was noted that one of the papers attached to this report had been named incorrectly in this Committee Report, and in the previous 2 Committee Reports. It was also noted that the correct papers have been published. • 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. 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 once two amendments made <ul style="list-style-type: none"> ○ Planning & Reporting – Following the UKSC judgment, Project 5 ‘UN Convention on the Rights of the Child (Incorporation) (Scotland) Act - Research and prepare to implement any changes required’, will be carried forward as a new project to next year ○ Risk Management – Project 4 ‘Health and safety audit’ - correct spelling mistake in comments column • HGS will update the report 	HGS	03/12/2021	Yes	Report 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 2021-22. • HGS will update the register 	HGS	03/12/2021	No	Operational Risk Register withheld – Exemptions s30(b)(ii), s30(c) and s39(1)
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4. Finance Report

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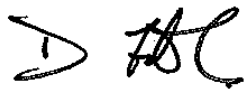
5. Interventions Report

<ul style="list-style-type: none"> • The Committee Report and Q1 Activity Report were noted • The publication recommendations were agreed, the Q1 Activity Report to be published at the same time as the Q2 Activity Report • The Q2 Activity Report will be included on the agenda for the MSMTM in December 2021 	LB	03/12/2021	Partial	Committee Report published in full Interventions Activity Report withheld – Exemption s27
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6. AOB

<p>HOPi recruitment</p> <ul style="list-style-type: none"> • The Committee Report was considered and the actions and publication recommendations were accepted. 			No	Committee Report withheld – Exemption 30(b)(ii) and 38(1)(b)
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Signed off by:



Date: 10/12/2021