



## Senior Management Diaries

Date	Title of Meeting	Staff Member
December 2022		
21/12/2022	DPO Network Meeting (video conference)	Helen Gardner-Swift
20/12/2022	Quarterly meeting with Police Scotland (video conference)	Margaret Keyse
15/12/2022	Scottish Government Intervention Meeting (video conference)	Daren Fitzhenry
09/12/2022	Meeting of the Scottish Public Information Forum (video conference)	Daren Fitzhenry Margaret Keyse Claire Stephen
08/12/2022	Meeting with Police Scotland (video conference)	Daren Fitzhenry Margaret Keyse
06/12/2022	Meeting with Scottish Government Access to Information Consultation engagement discussion (video conference)	Claire Stephen
November 2022		
29/11/2022	Holyrood Conference - Edinburgh	Daren Fitzhenry
28/11/2022	Meeting with Scottish Government Access to Information Consultation launch discussion (video conference)	Daren Fitzhenry Claire Stephen
24/11/2022	Open Government Steering Group Meeting (video conference)	Daren Fitzhenry
24/11/2022	Advisory Audit Board (video conference)	Daren Fitzhenry Helen Gardner-Swift
23/11/2022	Local Government Network Group Meeting	Claire Stephen
22/11/2022	Meeting with Martin Whitfield, Convener, Standards Committee, Edinburgh	Daren Fitzhenry
22/11/2022	Health, Social Care and Support Committee - National Care Service (Scotland) Bill, Stage 1 evidence session, Edinburgh	Daren Fitzhenry
18/11/2022	Internal audit – interview – Barrier Networks (video conference)	Daren Fitzhenry
18/11/2022	Internal audit – interview – Barrier Networks (video conference)	Helen Gardner-Swift
17/11/2022	Meeting with Carole Ewart, CFI Scotland (video conference)	Claire Stephen
16/11/2022	Evaluation meeting with independent assessor, St Andrews	Daren Fitzhenry
08/11/2022	Quarterly review meeting with Scottish Government Procurement Shared Services (video conference)	Helen Gardner-Swift
02/11/2022	Meeting with My Society, FOI statistics platform (video conference)	Claire Stephen
01/11/2022	FOI Awards launch (video conference)	Daren Fitzhenry

Date	Title of Meeting	Staff Member
		Claire Stephen
October 2022		
31/10/2022	Intervention meeting with SEPA	Claire Stephen
27/10/2022	Public Records (Scotland) Act (PRSA) – Special Surgery – Microsoft 365 (video conference)	Helen Gardner-Swift
26/10/2022	DPO Network Meeting (video conference)	Helen Gardner-Swift
25/10/2022	Intervention meeting with Scottish Government (video conference)	Daren Fitzhenry
11/10/2022	Meeting Warren Seddon, Information Commissioner's Office, Edinburgh	Daren Fitzhenry Claire Stephen
04/10/2022	Worknest – training (video conference)	Daren Fitzhenry Helen Gardner-Swift Claire Stephen
September 2022		
28/09/2022	Scottish Public Information Forum (SPIF) (video conference)	Daren Fitzhenry Claire Stephen Margaret Keyse
27/09/2022	Meeting with Police Scotland (video conference)	Daren Fitzhenry Margaret Keyse
22/09/2022	Meeting with Hungarian National Authority for Data Protection and Freedom of Information, Edinburgh	Daren Fitzhenry
19/09/2022	The State Funeral of Her Majesty Queen Elizabeth II, London	Daren Fitzhenry
16/09/2022	Intervention meeting with SEPA	Claire Stephen
12/09/2022	Scottish Parliament Motion of Condolence for Her Majesty the Queen, Edinburgh	Daren Fitzhenry
07/09/2022	Intervention meeting with Scottish Government ) Edinburgh	Daren Fitzhenry
07/09/2022	Meeting with Lesley Fraser, Scottish Government, Edinburgh	Daren Fitzhenry
07/09/2022	Open Government Steering group meeting, Edinburgh	Daren Fitzhenry
05/09/2022	Meeting with Police Scotland, Gartcosh	Daren Fitzhenry
01/09/2022	Meeting with Scottish Parliament Standards, Procedures and Public Appointments Committee - Edinburgh	Daren Fitzhenry
01/09/2022	Meeting with FOI Unit and other officials Scottish Government (video conference)	Daren Fitzhenry Margaret Keyse
August 2022		
26/08/2022	Meeting with FOI Unit, Scottish Government (telephone conversation)	Margaret Keyse
24/08/2022	Centre for Freedom of Information – Practitioners Conference (video conference)	Daren Fitzhenry Margaret Keyse Claire Stephen
23/08/2022	Quarterly review meeting with Scottish Government Procurement Shared Services (video conference)	Helen Gardner-Swift
16/08/2022	Case Meeting with Scottish Government - Edinburgh	Daren Fitzhenry
11 & 12/08/2022	Festival of Politics, Edinburgh	Daren Fitzhenry
05/08/2022	Open Government meeting on Independent Reporting Mechanism (video conference)	Daren Fitzhenry

Date	Title of Meeting	Staff Member
04/08/2022	Intervention meeting with Scottish Government (video conference)	Daren Fitzhenry
04/08/2022	Scottish Police Authority RoundTable event - Oversight of Policing and the Pandemic (video conference)	Daren Fitzhenry
03/08/2022	Meeting with FOI Unit, Scottish Government (video conference)	Daren Fitzhenry Claire Stephen
July 2022		
27/07/2022	Meeting with Mr George Adam, Minister for Parliamentary Business (video conference)	Daren Fitzhenry
14/07/2022	Case Meeting with Scottish Government (video conference)	Daren Fitzhenry
07/07/2022	Meeting with SEPA (video conference)	Claire Stephen
04/07/2022	Case Meeting with Scottish Parliament (video conference)	Daren Fitzhenry
June 2022		
27/06/2022	PRSA Conference Series – Line of Business Systems (video conference)	Helen Gardner-Swift
22/06/2022 – 24/06/2022	International Conference of Information Commissioners (video conference)	Daren Fitzhenry Claire Stephen
20/06/2022	PRSA Conference Series – Archiving (video conference)	Helen Gardner-Swift
13/06/2022	PRSA Conference Series – Duty to Document (video conference)	Helen Gardner-Swift
08/06/2022- 09/06/2022	Hungarian FOI Conference (video conference)	Daren Fitzhenry
06/06/2022	PRSA Conference Series - Public records created or held by third parties (video conference)	Helen Gardner-Swift
06/06/2022	Meeting with John-Paul Marks, Permanent Secretary, Scottish Government (video conference)	Daren Fitzhenry
01/06/2022	Meeting with David Watt, Advisory Audit Board (Telephone conversation)	Daren Fitzhenry
May 2022		
31/05/2022	Meeting with Sean Whittaker, University of Dundee CFI Annual Conference (video conference)	Claire Stephen
31/05/2022	Meeting with Deloitte (video conference)	Daren Fitzhenry
25/05/2022	DPO Network Meeting (video conference)	Helen Gardner-Swift
26/05/2022	Scottish Parliament FOI reception	Daren Fitzhenry
19/05/2022	Meeting with Police Scotland – Memorandum of Understanding discussion (video conference)	Daren Fitzhenry Margaret Keyse
10/05/2022	Public Sector Cyber Resilience Network (video conference)	Helen Gardner-Swift

Date	Title of Meeting	Staff Member
03/05/2022	Open Government Steering Group (video conference)	Daren Fitzhenry
April 2022		
28/04/2022	Meeting with Scottish Environment Protection Agency (video conference)	Margaret Keyse Claire Stephen
26/04/2022	Meeting with Department for Levelling Up, Housing and Communities on Access to Information Scheme (video conference)	Daren Fitzhenry
25/04/2022	Meeting with Scottish Government official re Open Government Partnership (video conference)	Daren Fitzhenry
21/04/2022	Meeting with Digital Identity Scotland – introduction to programme	Claire Stephen
21/04/2022	WorkNest webinar (video conference)	Helen Gardner-Swift
08/04/2022	CFOI Annual Practitioner Conference meeting (video conference)	Claire Stephen
06/04/2022	Pre-launch meeting with new website provider	Claire Stephen Helen Gardner-Swift
05/04/2022	Meeting with NHS Grampian (video conference)	Margaret Keyse
05/04/2022	Website Project Status meeting with new provider (video conference)	Helen Gardner-Swift Claire Stephen
04/04/2022 & 05/04/2022	Attendance at Scottish Government offices, St Andrew's House to examine withheld information	Daren Fitzhenry
March 2022		
29/03/2022	DPO Network Meeting (video conference)	Helen Gardner-Swift
29/03/2022	Website Project Status meeting with new provider (video conference)	Helen Gardner-Swift Claire Stephen
24/03/2022	WorkNest Webinar (video conference)	Helen Gardner-Swift
22/03/2022	Website Project Status meeting with new provider (video conference)	Helen Gardner-Swift Claire Stephen
17/03/2022	Website training (video conference)	Helen Gardner-Swift Claire Stephen Margaret Keyse
17/03/2022	Public Sector Cyber Resilience Network (video conference)	Helen Gardner-Swift
15/03/2022	Website Project Status meeting with new provider (video conference)	Helen Gardner-Swift Claire Stephen
10/03/2022	Scottish Government/Scottish Community Development Centre National Event (video conference)	Daren Fitzhenry
09/03/2022	Meeting with the Advisory Audit Board (video conference)	Daren Fitzhenry Helen Gardner-Swift
01/03/2022	Website Project Status meeting with new provider (video conference)	Helen Gardner-Swift Claire Stephen
07/03/2022	Meeting with the Scottish Parliament Corporate Body (video conference)	Daren Fitzhenry

Date	Title of Meeting	Staff Member
03/03/2022	WorkNest – training (video conference)	Daren Fitzhenry Helen Gardner-Swift Claire Stephen Margaret Keyse
03/03/2022	Public Sector Cyber Resilience Unit webinar (video conference)	Helen Gardner-Swift
02/03/2022	Scottish Federation of Housing Associations, FOI & the pandemic (video conference)	Daren Fitzhenry
02/03/2022	Meeting with internal auditor, Azets	Helen Gardner-Swift
01/03/2022	Website Project Status meeting with new provider (video conference)	Helen Gardner-Swift Claire Stephen
February 2022		
28/02/2022	Scottish Public Information Forum (SPIF), Campaign for FOI in Scotland (video conference)	Daren Fitzhenry Margaret Keyse
25/02/2022	Meeting with National Records of Scotland and new website provider (video conference)	Claire Stephen
25/02/2022	Meeting with the UK Information Commissioner, Edinburgh	Daren Fitzhenry
24/02/2022	Website Project Status meeting with new provider (video conference)	Helen Gardner-Swift Claire Stephen
22/02/2022	Website Project Status meeting with new provider (video conference)	Helen Gardner-Swift Claire Stephen
24/02/2022 & 22/02/2022	WorkNest - Training (video conference)	Daren Fitzhenry Helen Gardner-Swift Claire Stephen Margaret Keyse
22/02/2022	Website Project Status meeting with new provider (video conference)	Helen Gardner-Swift Claire Stephen
21/02/2022	Meeting with National Records of Scotland (video conference)	Claire Stephen
15/02/2022	Website Project Status meeting with new provider (video conference)	Helen Gardner-Swift Claire Stephen
11/02/2022	Website Project Status meeting with new provider (video conference)	Claire Stephen
11/02/2022	Centre for Freedom of Information Annual Practitioner's Conference 2022 Meeting (video conference)	Claire Stephen
10/02/2022	Meeting with website providers (video conference)	Claire Stephen
08/02/2022	Public Sector Cyber Resilience Network Meeting (video conference)	Helen Gardner-Swift
08/02/2022	Website Project Status meeting with new provider (video conference)	Helen Gardner-Swift Claire Stephen
07/02/2022	Meeting with Scottish Government (video conference)	Daren Fitzhenry
03/02/2022	Meeting with Scottish Government Website Development Team (video conference)	Helen Gardner-Swift Claire Stephen

Date	Title of Meeting	Staff Member
03/02/2022	SPLG Webinar: Covid-19: Legislative and Judicial Responses (webinar)	Margaret Keyse
02/02/2022	Meeting with Scottish Government FOI Unit (video conference)	Daren Fitzhenry Claire Stephen
01/02/2022	Website Project Status meeting with new provider (video conference)	Helen Gardner-Swift Claire Stephen
January 2022		
31/01/2022	Challenges and Best Practices in the Legislation and Operationalization of FOI (webinar - presenter)	Daren Fitzhenry
26/01/2022	DPO Network Meeting (video conference)	Helen Gardner-Swift
25/01/2022	Meeting with SPCB (video conference)	Helen Gardner-Swift
14/01/2022	Website Discovery Workshop (video conference)	Erin Gray Helen Gardner-Swift
13/01/2022	Meeting with Scottish Government FOI Unit (video conference)	Daren Fitzhenry
11/01/2022	Meeting with Website Discovery providers	Erin Gray Helen Gardner-Swift
11/01/2022	Meeting with SPCB (video conference)	Helen Gardner-Swift

## Contact us

### Scottish Information Commissioner

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