

**Scottish Information Commissioner**  
**Minutes of the Monthly Senior Management Team Meeting**  
**13 September 2022 – 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)  
 Acting Head of Policy & Information – Claire Stephen (CMS)  
 Finance and Administration Manager – Liz Brown (LB)  
 Finance and Administration Manager – Kim Berry (KB) (Minutes)

Apologies: Head of Enforcement - Margaret Keyse (MK)

Details	Action By	Target Completion Date	Publish Yes / No	Comments
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**1. Minutes, action points update and matters outstanding**

<p><b>1.1 Review of minutes – QSMTM, 25/08/22</b></p> <ul style="list-style-type: none"> <li>The minutes were approved and will be published with the relevant papers</li> </ul> <p><b>1.2 Action points update</b></p> <ul style="list-style-type: none"> <li>Key Document actions relating to the discontinuation of document “How the Commissioner will respond to FOI requests during the temporary office closure due to the impact of the Covid-19 pandemic”, are due to be carried out by 16/09/22</li> </ul> <p><b>1.3 Matters outstanding</b></p> <ul style="list-style-type: none"> <li>No matters outstanding</li> </ul>	HGS	16/09/22	Yes	
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**2. Key Documents**

<p>The SMT</p> <ul style="list-style-type: none"> <li>noted the updates</li> <li>discussed the Section 14 briefing and noted that this has been updated and published</li> </ul>			Partial	<p>Report published with the exception of comments</p>
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<ul style="list-style-type: none"> <li>agreed publication of the updates with the exception of the column containing comments</li> </ul>				column – Exemptions s30(b)(ii) and s38(1)(b)
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### 3. Interventions Report

<ul style="list-style-type: none"> <li>Deferred to next MSMTM</li> </ul>			N/A	N/A
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### 4. Draft Annual Report and Accounts 2021-22 – Performance Report

<p>The SMT noted the CR and:</p> <ul style="list-style-type: none"> <li>approved the draft Performance Report (which will remain as draft during the audit process)</li> <li>agreed the publication recommendations for the CR and the Performance Report as set out in paragraph 20</li> </ul>			Partial	CR published in full  Performance Report withheld – Exemption s30(b)(i) and (ii)
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### 5. Employee Handbook – Security and Vetting Procedures – ad hoc amendments

<p>The SMT:</p> <ul style="list-style-type: none"> <li>noted the CR, with the addition of the word “has” in paragraph 2</li> <li>approved the ad hoc amendment to the key document C5 Employee Handbook as set out in the Appendix to the CR subject to the following amendment: <ul style="list-style-type: none"> <li>paragraph 525, second bullet point – delete “of the” which is repeated twice</li> <li>agreed the publication arrangements as set out in paragraph 11 of the CR subject to the amendments noted above.</li> </ul> </li> </ul>			Partial	CR published in full  Employee Handbook withheld – Exemption s27
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### 6. Website - DPIA

<p>The SMT:</p> <ul style="list-style-type: none"> <li>noted the contents of the CR</li> <li>approved the DPIA</li> <li>A decision on the publication arrangements will be referred to the GDPR Working Group for consideration and considered at the next MSMTM</li> </ul>	CMS	TBC	No	Decision on publication arrangements to be made at next meeting
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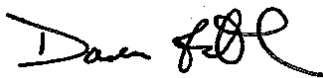
## 7. Recruitment update

<p>The SMT</p> <ul style="list-style-type: none"> <li>• considered the update on recent recruitment provided by the HOCS</li> <li>• approved the following <ul style="list-style-type: none"> <li>○ the appointment of three full-time, permanent FOIO(E)s</li> <li>○ the appointment of a full-time permanent FOIO (P and I)</li> <li>○ agreed the publication of the CR as set out in paragraph 15.</li> </ul> </li> </ul>			Yes	CR published in full
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## 8. AOB

<ul style="list-style-type: none"> <li>• The SMT had a general discussion concerning the 2023-24 budget submission.</li> </ul>			N/A	N/A
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Signed off by: Daren Fitzhenry



Date: 12/10/2022