

**Scottish Information Commissioner**  
**Minutes of the Monthly Senior Management Team Meeting**  
**21 December 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)  
 Head of Enforcement - Margaret Keyse (MK)  
 Acting Head of Policy & Information – Claire Stephen (CMS)  
 Finance and Administration Manager – Kim Berry (KB) (Minutes)

Apologies: Finance and Administration Manager – Liz Brown (LB)

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 – MSMTM, 22/11/122</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>All action points completed</li> </ul> <p><b>1.3 Matters outstanding</b></p> <ul style="list-style-type: none"> <li>HGS and CMS to agree where the DPIA will be published on the website</li> </ul>	HGS/ CMS	31/01/23	Yes	
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**2. Key Documents**

<ul style="list-style-type: none"> <li>The SMT considered the Key Document list and noted the updates provided</li> <li>The SMT agreed publication of the document with the exception of the column containing comments</li> </ul>			Partial	<p>Report published with the exception of comments column – Exemptions s30(b)(ii) and s38(1)(b)</p>
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### 3. Finance Report

<ul style="list-style-type: none"> <li>The SMT noted the CR, which provided the SMT with an update on the organisation's expenditure against the approved 2022-23 budget as at 30 September 2022 and the reasons for variance were discussed</li> <li>The SMT agreed the publication recommendation</li> </ul>			Yes	CR published in full  Finance Report available <a href="#">here</a>
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### 4. Website

<ul style="list-style-type: none"> <li>Deferred – to be considered at a future MSMTM</li> </ul>			N/A	N/A
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### 5. Interventions Report

<ul style="list-style-type: none"> <li>Deferred – to be considered at a future MSMTM</li> </ul>			N/A	N/A
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### 6. Review of HR Strategy

<ul style="list-style-type: none"> <li>Deferred – to be considered at a future MSMTM</li> </ul>			N/A	N/A
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### 7. Learning and Development Plan 2022-23

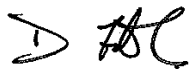
<ul style="list-style-type: none"> <li>The SMT noted the CR</li> <li>The SMT approved the L and D Plan 2022-23</li> <li>The SMT agreed the publication recommendations</li> </ul>			Partial	CR published in full  L and D Plan 2022-23 withheld – Exemption s38
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### 8. AOB

<p><b>Equality Impact Assessment (EQIA) - Cost of Living Payment/Support – Commissioner's staff</b></p> <ul style="list-style-type: none"> <li>The HOCS referred to the draft EQIA which had been circulated to the SMT by email and explained the following:             <ul style="list-style-type: none"> <li>the draft EQIA sets out details of the proposed support for the Commissioner's staff, which is the same as that being provided by the SPCB to its staff</li> <li>the information in the draft EQIA will also form the basis of a decision note that the Commissioner will consider in due course (as</li> </ul> </li> </ul>			N/A	N/A
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<p>is normal procedure re: any pay award, additional salary payments, etc).</p> <ul style="list-style-type: none"><li>• The SMT approved the draft EQIA</li><li>• The EQIA should be withheld from publication on the basis that the exemption in Section 38 of the Freedom of Information (Scotland) Act 2002 would apply if a request were, at this stage, to be made for the information.</li></ul>				
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**Signed off by:**



**Date:** 26/01/23