

Scottish Information Commissioner
Minutes of the Monthly Senior Management Team Meeting
23 February 2023 – 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: Head of Corporate Services - Helen Gardner-Swift (HGS) (Chair)
 Head of Enforcement - Margaret Keyse (MK)
 Acting Head of Policy & Information – Claire Stephen (CMS)
 Finance and Administration Manager – Kim Berry (KB) (Minutes)

Apologies: Scottish Information Commissioner - Daren Fitzhenry (DF)
 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>1.1 Review of minutes – QSMTM, 26/01/23</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"> All action points completed 			Yes	
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2. Key Documents

<ul style="list-style-type: none"> The SMT considered the Key Document list and noted the updates provided discussed and agreed that document, Who is covered by FOI legislation in Scotland?, is now obsolete and will no longer be a Key Document. Key Document actions to be carried out. investigate the available visual identity guidance documents review dates and discuss at the next MSMTM 	KB	10/03/23	Partial	<p>Report published with the exception of comments column – Exemptions s30(b)(ii) and s38(1)(b)</p>
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<ul style="list-style-type: none"> The SMT agreed publication of the document with the exception of the column containing comments 	KB	10/03/23		
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3. Finance Report

<ul style="list-style-type: none"> 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 31 December 2023 and the reasons for variance were discussed The SMT agreed the publication recommendation 			Yes	CR published in full Finance Report available here
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4. Self-Assessment Tools

<ul style="list-style-type: none"> Deferred – to be considered at a future MSMTM 			N/A	N/A
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5. Quality Assurance Investigations

<ul style="list-style-type: none"> Not required in 2022-23 but reference kept in agendas as placeholder/reminder for 2023-24 – first report to SMT will be 2023-24 Q2 (reviewing work in Q1) 			N/A	N/A
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6. Strategic Plan 2020-24 Review

<ul style="list-style-type: none"> The SMT noted the CR and agreed the following recommendations: <ul style="list-style-type: none"> the key pillars of the Strategic Plan (written at a time of flux) still stand the six Strategic Objectives still stand, many of them more critical in the current circumstances the section on resources still remains relevant. We are managing the impact of application numbers and workload in our consideration of risks and management of our Operational planning having reviewed the Strategic Plan, DF considers that it is flexible enough to have withstood the strategic shock of Covid-19 and the ongoing cost of living crisis and does not require amendment at the current time. The SMT agreed the publication recommendation 			Yes	CR published in full
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7. Review of Human Resources Strategy – Workforce Plan

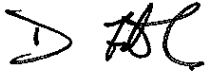
<ul style="list-style-type: none"> HGS provided a verbal update on progress. 			N/A	N/A
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<ul style="list-style-type: none">The draft is being worked on and will be circulated as soon as possible for comment.				
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8. AOB

<ul style="list-style-type: none">None			N/A	N/A
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Signed off by:



Date: 27/04/23