

Scottish Information Commissioner
Minutes of the Monthly Senior Management Team Meeting
(deferred August and September meeting)
11 October 2023 – by MS Teams

NOTE TO READER:

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Present: Scottish Information Commissioner - Daren Fitzhenry (DF) (Chair)
 Head of Corporate Services - Helen Gardner-Swift (HGS)
 Head of Policy & Information – Claire Stephen (CMS)
 Head of Enforcement – Euan McCulloch (EM)
 Finance and Administration Manager – Liz Brown (LB)
 Finance and Administration Manager - Kim Berry (KB) (Minutes)

Apologies:

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 – 24/08/23</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"> Internal Audit Policy 2023-24 and Plan 2023-24 – 2025-26 key document actions to be carried out All other action points complete <p>1.3 Matters outstanding</p> <ul style="list-style-type: none"> No matters outstanding 	HGS/KB	31/10/23	Yes	Minutes published in full
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2. Key Documents

<ul style="list-style-type: none"> Updates were provided by each Head of Department on the progress being made with reviews The SMT agreed that the report is published with the exception of the column containing comments 			Partial	Report published with the exception of comments column – Exemptions s30(b)(ii) and s38(1)(b)
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3. Operational Plan 2023-24 Monitoring Report

<ul style="list-style-type: none"> The SMT reviewed the Operational Plan 2023-24 Monitoring Report and agreed it could be published 			Yes	Report published in full – available here
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4. Operational Risk Register 2023-24

<ul style="list-style-type: none"> The SMT reviewed the Operational Risk Register 2023-24 (ORR) and updates were discussed and noted HGS will update the ORR following the meeting 	HGS	31/10/2023	No	ORR withheld – Exemptions s30(b)(ii), s30(c) and s39(1)
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5. Finance Report 2023-24 Q1

<p>The SMT noted</p> <ul style="list-style-type: none"> the CR and the update on the organisation spend against agreed 2023-24 budget as at 30 June 2023 that the HOCS and FAM are not aware of any instances of fraud discussed the reasons for variances agreed the publication recommendations 			Yes	CR published in full Finance Report available here
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6. Service Standards

<ul style="list-style-type: none"> Deferred to next QSMTM 			N/A	N/A
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7. Interventions Report

<ul style="list-style-type: none"> Deferred to next QSMTM 			N/A	N/A
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8. Review of key document: C5 Employee Handbook

<p>The SMT:</p> <ul style="list-style-type: none"> noted the Committee Report (CR) considered the consultation comments and responses detailed in the CR appendix and agreed the recommendations 			Partial	CR published in full C5 Employee Handbook
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<ul style="list-style-type: none"> subject to the recommendation amendments as detailed in the CR appendix, the draft revised Employee Handbook was approved agreed the publication arrangements 				withheld – Exemption s27
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9. Review of key document: C5 Complaints Handline Procedures

<p>The SMT:</p> <ul style="list-style-type: none"> noted the Committee Report (CR) reviewed the comments noted on the draft Complaints Handling Procedures and agreed the amendments required subject to the agreed amendments being made, the draft revised Complaints Handling Procedures were approved agreed the records managements action as set out in paragraph 24 of the CR noted that Part 5 of the procedures will be extracted as a separate Customer Guide which will replace the key document C1 How to Make a Complaint the key document C1 How to Make a Complaint will be discontinued and removed from Class 1 in due course agreed the publication arrangements 			Partial	<p>CR published in full</p> <p>C5 Complaint Handling Procedures withheld – Exemption s27</p>
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10. Review of key document: C1 Unacceptable Actions Policy

<p>The SMT:</p> <ul style="list-style-type: none"> noted the contents of the Committee Report (CR) reviewed the comments noted on the draft Unacceptable Actions Policy and agreed the amendments required subject to agreed amendments being made, the draft revised Unacceptable Actions Policy was approved agreed the key document actions as set out in the CR agreed the publication arrangements as set out in the CR note that training will be arranged for all staff in due course 			Partial	<p>CR published in full</p> <p>C1 Unacceptable Actions Policy withheld – Exemption s27</p>
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11. Workforce Planning

<p>The SMT noted</p> <ul style="list-style-type: none"> the Committee Report (CR) and the Q1 update provided by the Commissioner and each Head of Department a new Workforce Plan may be required once a new Strategic Plan was in place CMS to update the Q1 status of one item on the Workforce Plan schedule Subject to the update to be provided, the publication arrangements were agreed 	CMS	20/10/23	Yes	<p>CR Published in full</p> <p>Workforce Plan available here Class 5</p>
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12. Performance and Development Framework

<p>The SMT noted:</p> <ul style="list-style-type: none"> the Committee Report (CR) noted the assurance provided by the HOCS that the Performance and Development Framework remains effective agreed the publication arrangements 				<p>CR published with the exception of Paragraph 12 which is withheld from publication - Exemption s38</p>
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13. Learning and Development Plan 2023-24

<p>The SMT:</p> <ul style="list-style-type: none"> noted the Committee Report (CR) subject to the SMT comments and further information to be included, approved the Learning and Development Plan 2023-24 agreed the publication arrangements 	HGS	31/10/2023		<p>CR published in full</p> <p>Learning and Development Plan 2023-24 withheld – Exemption s38</p>
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14. Review of key document: C6 Procurement Policy and Procedures

<p>The SMT:</p> <ul style="list-style-type: none"> noted and approved the proposed change to the Non-Competitive Action (NCA) level, as detailed in the Committee Report The SMT agreed the publication recommendation 			Yes	<p>CR published in full</p>
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15. Update – Reinforced autoclaved aerated concrete (RAAC)

<ul style="list-style-type: none"> DF provided a verbal update on the current actions taking place following receipt of guidance from the Scottish Government. 			N/A	N/A
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<ul style="list-style-type: none"> From the Scottish Government and available health and safety guidance it is unclear if a survey is only required if RAAC was suspected. LB carrying out further investigation regarding survey requirements before any decision is made as to the proportionate and reasonable actions required. 	LB	20/10/23		
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16. AOB

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

Helen Gardner-Swift, Head of Corporate Services

Date: 22/11/2023