Scottish Information Commissioner

Minutes of the Monthly Senior Management Team Meeting

04 December 2023 – by video conference

Present: Scottish Information Commissioner – David Hamilton (DH) (Chair)
Head of Corporate Services - Helen Gardner-Swift (HGS) (minutes)
Head of Enforcement – Euan McCulloch (EM)
Head of Policy & Information – Claire Stephen (CMS)

Apologies: Finance and Administration Manager – Kim Berry
Finance and Administration Manager – Liz Brown

Details	Action By	Target Completion Date	Publish Yes / No	Comments

1. Minutes, action points update and matters outstanding

Details	Action By	Target Completion Date	Publish Yes / No	Comments
1.1 Review of minutes – QSMTM, 09/11/2023 ○ the minutes were approved and will be published with the relevant papers **1.2 Action points update** ○ completed **1.3 Matters outstanding** ○ none			Yes	

2. Operational Plan 2023-24 Monitoring Report – BAU and Projects

Details	Action By	Target Completion Date	Publish Yes / No	Comments
• the Senior Management Team (SMT) reviewed the Operational Plan 2023-24 Monitoring Report ○ CMS to update the Policy and Information projects that will not be carried out in 2023-24 and will be carried forward to 2024-25	CMS	15/12/23	Yes	Report published in full here

o Planning and Reporting - Project 5 (Strategic Plan 2024-28) - HGS to correct timescales		HGS	15/12/23		
o Resource Management – there is an urgent requirement for additional resource in the Enforcement Team					
▪ HGS to confirm overtime resource available		HGS	08/12/23		

3. Operational Risk Register 2023-24

• Deferred – to be reviewed at the next MSMTM				

4. Workforce Planning

				Partial	Report published here (Class 5) with the exception of comments column – Exemptions s30(b)(ii) and s38(1)(b)
• The SMT reviewed the Workforce Plan 2023-24 Monitoring Report					
o Resource Monitoring - CMS to include updates for Q1 and Q2 in		CMS	1512/23		
o Security vetting – as regards current external recruitment exercise, HGS to consider to whether formal offer could be made subject to satisfactory completion of security vetting procedures		HGS	20/12/23		

5. British Sign Language Plan – 2018-2023 (final review and report)

			N/A	N/A
• Deferred – to be considered at the next MSMTM				

6. AOB

• **MS Teams – internal use of chat feature**
 	
    o at present, the chat feature is not used for internal meetings or messaging and when used for training events or conferences, there are retention policies requiring the deletion of information held in the chat feature after 24 hours
 	
    o the process review group looking at the work of the Enforcement Team has recommended that the chat feature should be permitted for general chats and communication purposes
 	
    o the SMT are of the view that the internal chat feature should be permitted providing:
 	
        ▪ no personal data is included in the chat feature
 	
        ▪ the chat feature should not be used as a substitute for recording information and actions in the case management system
 	
        ▪ suitable guidance is in place relating to the internal use of the chat feature - HGS will arrange for this to be done
	HGS	12/01/24		

• **Staff survey**
 	
    o DH sought SMT views on having a staff survey. There was general agreement to the concept.
 	
    o HGS wished some more time to consider this and would share any concerns with DH.
	HGS	20/01/24		

Signed off by:

Date: 21/12/2023