

**Scottish Information Commissioner**  
**Minutes of the Monthly Senior Management Team Meeting**  
**04 December 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

[enquiries@itspublicknowledge.info](mailto:enquiries@itspublicknowledge.info)

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**

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|--|--|--|-----|--|
| <p><b>1.1 Review of minutes – QSMTM, 09/11/2023</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>○ completed</li> </ul> <p><b>1.3 Matters outstanding</b></p> <ul style="list-style-type: none"> <li>○ none</li> </ul> |  |  | Yes |  |
|--|--|--|-----|--|

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

|  |     |          |     |  |
|--|-----|----------|-----|--|
| <ul style="list-style-type: none"> <li>• the Senior Management Team (SMT) reviewed the Operational Plan 2023-24 Monitoring Report</li> <li>○ 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</li> </ul> | CMS | 15/12/23 | Yes | <p>Report published in full <a href="#">here</a></p> |
|--|-----|----------|-----|--|

|   |     |          |  |  |
|---|-----|----------|--|--|
| <ul style="list-style-type: none"> <li>○ Planning and Reporting - Project 5 (Strategic Plan 2024-28) - HGS to correct timescales</li> <li>○ Resource Management – there is an urgent requirement for additional resource in the Enforcement Team <ul style="list-style-type: none"> <li>▪ HGS to confirm overtime resource available</li> </ul> </li> </ul> | HGS | 15/12/23 |  |  |
|   | HGS | 08/12/23 |  |  |

### 3. Operational Risk Register 2023-24

|   |  |  |  |  |
|---|--|--|--|--|
| <ul style="list-style-type: none"> <li>• Deferred – to be reviewed at the next MSMTM</li> </ul> |  |  |  |  |
|---|--|--|--|--|

### 4. Workforce Planning

|  |     |          |         |   |
|--|-----|----------|---------|---|
| <ul style="list-style-type: none"> <li>• The SMT reviewed the Workforce Plan 2023-24 Monitoring Report <ul style="list-style-type: none"> <li>○ Resource Monitoring - CMS to include updates for Q1 and Q2 in</li> <li>○ 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</li> </ul> </li> </ul> | CMS | 15/12/23 | Partial | Report published <a href="#">here</a> (Class 5) with the exception of comments column – Exemptions s30(b)(ii) and s38(1)(b) |
|  | HGS | 20/12/23 |         |   |

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

|   |  |  |     |     |
|---|--|--|-----|-----|
| <ul style="list-style-type: none"> <li>• Deferred – to be considered at the next MSMTM</li> </ul> |  |  | N/A | N/A |
|---|--|--|-----|-----|

## 6. AOB

|  |                       |                                 |  |  |
|--|-----------------------|---------------------------------|--|--|
| <ul style="list-style-type: none"> <li>• <b>MS Teams – internal use of chat feature</b> <ul style="list-style-type: none"> <li>○ 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</li> <li>○ 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</li> <li>○ the SMT are of the view that the internal chat feature should be permitted providing: <ul style="list-style-type: none"> <li>▪ no personal data is included in the chat feature</li> <li>▪ the chat feature should not be used as a substitute for recording information and actions in the case management system</li> <li>▪ suitable guidance is in place relating to the internal use of the chat feature - HGS will arrange for this to be done</li> </ul> </li> </ul> </li> <li>• <b>Staff survey</b> <ul style="list-style-type: none"> <li>○ DH sought SMT views on having a staff survey. There was general agreement to the concept.</li> <li>○ HGS wished some more time to consider this and would share any concerns with DH.</li> </ul> </li> </ul> | <p>HGS</p> <p>HGS</p> | <p>12/01/24</p> <p>20/01/24</p> |  |  |
|--|-----------------------|---------------------------------|--|--|

Signed off by:



Date: 21/12/2023