Scottish Information Commissioner

Minutes of the Monthly Senior Management Team Meeting

29 March 2023 – by video conference

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)
Finance and Administration Manager - Liz Brown (LB) (Minutes)

Apologies:

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 – 23/02/2023 • The minutes were approved and will be published with the relevant papers. **1.2 Action points update** • No action points outstanding **1.3 Matters outstanding** • No matters outstanding			Yes	HGS signature to be redacted

2. Operational Plan 2022-23 – Monitoring Report

Details	Action By	Target Completion Date	Publish Yes / No	Comments
• The SMT reviewed the Operational Plan 2022-23 Monitoring Report and agreed it could be published subject to the Improving Authority Practice worksheet being updated • The following points were agreed in relation to the BSL Action Plan 2019-2023	CMS	27/04/23	Yes	Report published in full – available here

o If statutory reporting is required	CMS	27/04/23			
o Timelines and outstanding actions to be reviewed	SMT	27/04/23			

3. Operational Risk Register 2022-23

• The Operational Risk Register 2022-23 (ORR) was reviewed and updates agreed • HGS will update the ORR following the review	HGS	27/04/2023		No	Operational Risk Register withheld – Exemptions s30(b)(ii), s30(c) and s39(1)

4. Key documents - visual identity guidance documents review dates

• Deferred to a QSMTM / MSMTM				N/A	

5. Self-Assessment Tools

• The SMT noted the Committee Report (CR) and agreed the scope of the proposal to review self-assessment toolkits in 2023-24 • The publication arrangements were agreed				Yes	CR published in full

6. Annual leave – carry forward 2022-23 – 2023-2024, closure of office Christmas 2023 and New year 2024

• The SMT:
 	
  o agreed the arrangements for the carry forward of annual leave from 2022-2023 to 2023–2024 (and in future years will revert to the arrangements set out in the Employee Handbook)
 	
  o approved that office closure arrangements for Christmas 2023 and New Year 2024, as follows: office closes at 1700 on Friday 22 December 2023 and re-opens at 0700 on Wednesday 3 January 2024
 	
  o approved the updating of the Employee Handbook to refer to the interim arrangements for recording and approving leave instead of Simply Personnel
				Yes	CR published in full

• HGS will communicate the arrangements to all staff and carry out the key document actions • The publication recommendations were agreed	HGS	14/04/23			

7. Internal audit – cyber resilience

• The SMT noted the CR and the recommendations, comments and actions as set out in the "2023 Cyber Resilience Technical Assessment recommendations, comments and actions" document.
 	
• DF also noted:
 	
   o that the CR and workplan give assurances to the SMT that work is underway with the assistance of relevant experts
 	
   o the work has to be resource effective, sustainable and that interdependencies are taken into consideration
 	
   o our IT systems are in good health
 	
• The publication recommendations were agreed
			No	CR and related attachment withheld Exemptions s30(b)(ii), s30(c), s38(1) and s39(1)

8. Health and Safety audit
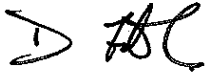
• The SMT noted the CR and the recommended actions set out in the Appendix • The publication recommendations were agreed			No	CR withheld Exemptions s30(b)(ii) and s39(1)

9. AOB

• Public Body Reform - Revenue Raising Sprint
 	
   o the SMT noted the content of the email and attachment relating to revenue raising and agreed that we do not have an interest in revenue raising at this time
 	
• Delaying the reintroduction of Quality Assurance (QA)– Investigations in 23/24
 	
   o MK explained that the QA resource required at a time when we still have a big backlog would take us away from dealing with the backlog
 	
   o compliance with the Handbook, as can be seen from previous committee reports, has always been very high
 	
   o with new procedures introduced in September 2022 and with us currently running with two separate sets of procedures, we would need to have two sets of criteria against which to assess compliance with the Investigations Handbook
 	
   o we have new staff whose work will, simply because they are new, be subject to more oversight than others who have been here longer
			N/A	

o the SMT agreed to delay reintroducing the QA work until the financial year 2024-25				

Signed off by:

Date: **27/04/2023**