

Report to:	QSMTM
Report by:	Claire Stephen, Acting Head of Policy and Information (HOPI)
Meeting Date:	January 2022
Subject/ Title: (and VC no)	2021-24 Communications and Engagement Framework (VC162665)
Attached Papers (title and VC no)	Scottish Information Commissioner's Communications and Engagement Framework 2021-24 (VC 139716)

Purpose of report

1. To present the 2021-24 Communications and Engagement Framework for approval by the Scottish Information Commissioner's Senior Management Team.

Recommendation and actions

2. It is recommended that:
 - (i) The Senior Management Team (SMT) approve the attached document
 - (ii) The document supersedes the Scottish Information Commissioner's Communication Strategy 2016 – 2020
 - (iii) This report is published in full as set out in the publication section of this report.

Executive summary

3. The Commissioner's Governance Report Arrangements require communications activity to be conducted in line with a communications strategy or equivalent. The previous Communications Strategy 2016-2020 is now no longer active, and as a result the new Communications and Engagement Framework for 2021-24 is being presented to replace it. This document will guide and set our measures for activity across the organisation and for the Policy and Information Team in particular, and will be reviewed annually.

Risk impact

4. The development of a new Communications and Engagement Framework for 2021-24 takes in to account those issues not addressed as a result of the 2015-2020 Communications Strategy, and learning arising from this, as well as ensuring it will effectively support delivery of the Commissioner's Strategic Plan 2020-2024.
5. The risks associated with non-delivery of a communication strategy or framework are recognised in existing risk management frameworks, and relevant mitigations set out. This framework will help to mitigate those risks.

Equalities impact

6. No new specific equalities impact identified by this report. The 2021-2024 Communications & Engagement Framework which is in development will consider any relevant equalities impacts.

Privacy impact

7. No new privacy impacts have been identified.

Resources impact

8. The resources for delivering the Communications and Engagement Framework are met through planned resources. There are no new impacts highlighted in this report.

Operational/ strategic plan impact

9. The Communications and Engagement Framework will support delivery of a range of aspects of the Commissioner's annual operational plan and the following elements of the Commissioner's strategic plan.

Records management impact (including any key documents actions)

10. The Communications and Engagement Framework will be a key document, and will supersede the Communications Strategy 2016-2020. The Head of Policy and Information will remain the responsible manager, and SMT the approver.

Consultation and Communication

11. The draft framework has been prepared in consultation with the relevant members of the Policy and Information Team and SMT.
12. The framework and annual performance monitoring reports will be published on the Commissioner's website.

Publication

13. I recommend that this committee report is published in full.
14. I recommend that the attached paper is withheld in full on the basis that it is exempt from disclosure under section 27(1) of FOISA (Information intended for future publication): the paper will be published once the necessary key document actions have taken place and once the document is in final form (such as document control sheet updated).