

**Scottish Information Commissioner**  
**Minutes of the Monthly Senior Management Team Meeting**  
**23 November 2022 – 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.

Under FOI law, everyone has the right to request any information held by the Commissioner. This includes minutes or papers which have not been published. If you want to request copies of minutes or documents which haven't been published, make a request (in writing, by e-mail or in any other recordable form) to:

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Tel: 01334 464610

Fax: 01334 464611

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

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 – Liz Brown (LB) (Minutes)

Apologies: Finance and Administration Manager – Kim Berry (KB)

Details	Action By	Target Completion Date	Publish Yes / No	Comments
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**1. Minutes, action points update and matters outstanding**

<p><b>1.1 Review of minutes – QSMTM, 27/10/22</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>All action points completed</li> </ul> <p><b>1.3 Matters outstanding</b></p> <ul style="list-style-type: none"> <li>DF to sign the Website DPIA</li> <li>HGS and CMS to agree where the DPIA will be published on the website</li> </ul>	<p>DF</p> <p>HGS/CMS</p>	<p>15/12/22</p> <p>20/12/22</p>	<p>Yes</p>	
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**2. Operational Plan 2022-23 Monitoring Report – BAU and Projects**

<ul style="list-style-type: none"> <li>The Senior Management Team (SMT) reviewed the Operational Plan 2022-23 Monitoring Report and agreed it could be published once CMS has updated the relevant parts of the report referring to the Section 46(1) report.</li> </ul>	<p>CMS</p>	<p>15/12/22</p>	<p>Yes</p>	<p>Report published in full – available <a href="#">here</a></p>
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<ul style="list-style-type: none"> <li>The statistics platform and website accessibility were discussed and the following points were noted by the SMT             <ul style="list-style-type: none"> <li>Statistics platform - CMS is attempting to renew licence with current supplier and looking into a back-up provider, if required.</li> <li>Website accessibility – CMS is investigating procurement routes for website accessibility testing of our new website</li> </ul> </li> </ul>				
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### 3. Operational Risk Register 2022-23

<ul style="list-style-type: none"> <li>The SMT reviewed the Operational Risk Register 2022-23 (ORR) and updates were discussed and noted</li> <li>HGS to update the ORR</li> </ul>	HGS	20/12/22	No	Operational Risk Register withheld – Exemptions s30(b)(ii), s30(c) and s39(1)
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### 4. Finance Report

<ul style="list-style-type: none"> <li>Deferred – to be considered at the next MSMTM or by email</li> </ul>			N/A	N/A
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### 5. Website

<ul style="list-style-type: none"> <li>Deferred – to be considered at a future MSMTM</li> </ul>			N/A	N/A
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### 6. Interventions Report

<ul style="list-style-type: none"> <li>Deferred – to be considered at a future MSMTM</li> </ul>			N/A	N/A
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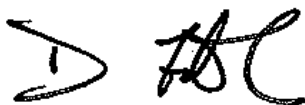
### 7. Review of HR Strategy

<ul style="list-style-type: none"> <li>Deferred – to be considered at a future MSMTM</li> </ul>			N/A	N/A
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### 8. AOB

<ul style="list-style-type: none"> <li>No AOB</li> </ul>			N/A	N/A
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Signed off by:



Date: 21/12/2022