



# Commissioner for Ethical Standards in Public Life in Scotland

## **Minutes of the Investigating Officers Meeting**

held on

20 December 2017 from 10.15 to 11.30  
at Thistle House, 91 Haymarket Terrace, Edinburgh

### **Present:**

Bill Thomson, Commissioner (BT)  
Claire Gilmore, Senior Investigating Officer (CG)  
Ian Innes, Investigating Officer (II)  
Jon Miller, Investigating Officer (JM)  
Karen Chambers, Investigating Officer (KC)  
Brenda McKinney, Investigations Manager (BM)  
Helen Hayne, Investigations Manager (HH)  
Ruth Hogg, Casework Coordinator (RH)

### **Apologies:**

Douglas Winchester, Investigating Officer (DW)  
Ian Mackay, Investigating Officer (ITM)  
Ralph Noble, Investigating Officer (RN)

## **1. MINUTES OF PREVIOUS MEETING AND MATTERS ARISING**

- 1.1 Minutes of the meeting held on 4 October 2017 were approved with one amendment relating to the number of cases completed outwith the 9 month target.

## **2. INTERVIEWS – APPROACH TO ORGANISING**

- 2.1 Changes to the way in which interviews were arranged were discussed, including the length of time taken to arrange interviews. It was agreed that IOs would highlight witnesses essential to the investigation. Changes would be made to the interview request form to make this information clearer.

## **3. CMS UPDATE**

- 3.1 HH advised that the tendering process would begin in January. The approach being taken allowed CESPLS to choose between companies which have already been approved as competent for this type of work. The plan is for the tender to be awarded before the end of the financial year.

to force on 12 March 2018. CESPLS will deal with complaints which allege breaches of the registration requirements

**9. DATA PROTECTION GUIDANCE/GDPR UPDATE**

- 9.1 CG advised that guidance on consent had been issued to all IOs. She went on to advise that requirements for GDPR were progressing well; privacy notices had been completed and the first draft of the data audit was almost complete.

**10. WEB SUMMARIES**

- 10.1 It was agreed that from January 2018, web summaries would not be published as previously, as the policy on publication was under review.

**11. ANY OTHER BUSINESS**

- 11.1 No other business was raised.

**12. STAFFING UPDATE**

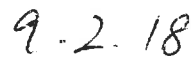
- 12.1 This being II's last meeting before retirement, BT thanked him for his contribution and wished him well.
- 12.2 BT welcomed GE to the office.
- 12.3 BT advised that AH was moving on to a new post. Recruitment for a fulltime Casework Coordinator was in progress
- 12.4 BT advised that following a further recruitment round RH would be moving to a new role within the office in February.

**14. DATES FOR FOLLOWING MEETINGS**

31 January 2018  
14 March 2018  
25 April 2018  
6 June 2018  
18 July 2018  
29 August 2018  
10 October 2018  
21 November 2018  
19 December 2018 (TBC)



Chair of meeting  
Bill Thomson, Commissioner for  
Ethical Standards in Public Life in Scotland



Date of Approval