



Commissioner for Ethical Standards in Public Life in Scotland

Minutes of the Meeting of the Management Team held on 30 May 2018 from 10.00 to 12.00 at Thistle House, 91 Haymarket Terrace, Edinburgh

Present:

Bill Thomson, Commissioner for Ethical Standards in Public Life in Scotland, (BT)
Claire Gilmore, Senior Investigating Officer, (CG)
Ian Bruce, Public Appointments Manager, (IB)
Karen Elder, Business Manager, (KE)
Helen Hayne, Investigations Manager, (HH)
Ruth Hogg, Business Officer, (RH)

Apologies:

• MINUTES

1.1 Approval of previous minutes.

Decisions

i. The minutes of the meeting held on 11 April 2018 were approved.

1.2 Matters arising

All actions were completed except for the following:

Actions

- i. KE has developed the structure of the FOI request database. This is to be updated to include information requests made under the GDPR.
- ii. KE to pursue archiving agreement with NRS.
- iii. KE to draft revised SoD.
- iv. KE to arrange new bank mandate.

• POLICIES AND PLANS

2.1. Governance matters

BT asked the meeting if there were any governance matters giving concern. No matters were raised.

2.2. Policies

An update on a revised policy review schedule was provided. A new policy register has been drafted and includes additional policies and procedures identified during a review of records.

Actions

- i. KE to update Attendance Policy by end of June 2018.

- ii. KE to update Grievance Policy and KE and Public Appointments Officer to update Dignity at work Policy by end of July 2018.
- iii. KE to update the Disciplinary policy by end of August 2018.
- iv. KE to update the current Policy Register.

2.3 Strategic Plan and Business Plan

- Public appointments report – 1 April 2018 to 24 May 2018
 - 44 rounds brought forward from 2017/18. Three are complete and 41 incomplete.
 - 9 new allocations in the year so far, one is complete. 15 are 'early engagement' rounds.
 - Currently 49 'live' rounds (PY: 34).
 - No reappointments notifications have been provided by the Scottish Government so far this year.
 - 70 substantive contacts dealt with (PY: 50).
 - No enquiries or reports remain to be finalised.
 - The Commissioner met with Scottish Government directors to highlight issues arising from parliamentary approval of appointments.
 - The Commissioner and Public Appointments Manager spoke with attendees at two events for BSL users run by the SPCB.
 - The Commissioner and Public Appointments Officer attended a meeting of the UK's Public Appointments Commissioners in London.
- Public standards report – 1 April 2018 to 30 April 2018
 - Complaints about LA councillors/member of public bodies.
 - 18 complaints /13 cases received (PY: 7/7)
 - 11 complaints /9 cases completed (PY: 8/7)
 - 31 complaints/24 cases in progress
 - 1 hearing has taken place.
 - 1 hearing scheduled.
 - Complaints about MSPs
 - 2 complaints/2 cases received (PY: 5/4)
 - 2 complaints /2 cases completed (PY: 2/2)
 - 3 complaints in progress.
 - 15 prospective complaints.
 - 11 enquiries.
 - No complaints about us have been received.
 - CG presented a delegation from the Botswana Parliament on the work of CESPLS and in particular complaints against MSPs
- Approval of Risk Register 2018/19

The meeting reviewed the risk register for 2018/19 and identified a number of amendments that were required and one risk to be added. The meeting agreed the top four risks for the annual report.

Actions

- i. CG and HH to update actions of risks already held on register.
- ii. KE to add one risk to the register.
- iii. KE to add the risks to the annual report.

2.4 Continuous improvement

- A response to a Cyber Resilience consultation has been issued.
- The meeting discussed how best to respond to the Disabled Employability Consultation, given that Employability is outwith the Commissioner's regulatory remit.

- One decision has been received from the SPSO. The decision includes a recommendation. BT noted that changes to procedures satisfied the recommendation and will write to SPSO to confirm.
- Since the previous meeting, three FOI requests have been received all were for decisions that were previously held on our website.

Actions

- i. IB to respond to the Disabled Employability Consultation on behalf of the Commissioner as employer.
- ii. BT to write to SPSO in response to their decision on a complaint.

• **RESOURCES AND PERFORMANCE**

3.1. Finance

- Expenditure for 2017/18 is under budget. IO costs continued to be over budget but this had dropped significantly due to a fall in complaint numbers and the introduction of Initial Office Assessment procedures. There was also a reduction in IO travel expenses. There was an overspend in PAA costs but this was minimal compared to the significant increase in their workload during 2017/18. A possible error in a budget figure in the Mar18 spend analysis was highlighted.
- The budget bid for 2018/19 has been approved.

Actions

- i. KE to review and update Mar18 spend analysis report.

3.2. Staffing

- Cost of living pay increases are still to be agreed.

3.3. Accommodation

- It was noted that refurbishment work is continuing in the building.

3.4. IT

- The tender process for the CMS is complete and a successful tenderer has been identified. The SPCB had agreed to the contract being awarded. The Scottish Government is required to award the contract and hopes to do so by the end of May. Implementation is scheduled for the end of the calendar year.
- Civic, our website redevelopers held a staff workshop to identify our branding/visual and user requirements. KE thanked everyone for their contributions. KE will circulate the resulting mood boards to staff for comment.
- The Commissioner is planning to obtain Cyber Resilience + accreditation. KE is to meet a potential contractor with a view of obtaining the accreditation by October. The meeting noted the possibility that some organisations may stop communicating with organisations that do not have the accreditation.

Actions

- i. KE to circulate website mood boards to staff for comment by end May.
- ii. KE to arrange Cyber Essential pre-assessment by end June.

3.5. Other active projects

- The meeting discussed the 2017/18 Annual Report. KE advised that the first draft was almost complete and ready for circulating. KE is required to send to auditors by mid-June.
- Revised date for MTM on 3 October. KE advised she would check calendars and email regarding a revised date for the MTM in October.
- Work on achieving the requirements of the GDPR continues.
 - CG advised that the Data Protection Policy had been issued and the privacy notices were available on our website.
 - Standards Commission has agreed to draft a data sharing agreement.
 - A Data Protection Officer has been appointed. DPO services will be provided through an agreement with the SPCB.
 - Audit Scotland have written to advise of their statutory powers to access personal data and that they will only ask for copies of personal data where absolutely necessary.
- National Records of Scotland
NRS has invited the Commissioner to undertake a voluntary review of his Records Management Plan.
- Age Scotland Training
KE advised the meeting of training provided by Age Scotland to help young people work with older people. The meeting agreed it would not be beneficial for this office.

Actions

- i. KE to circulate first draft of Annual Report for comment by end May.
- ii. KE to send Annual Report to auditors by mid-June.
- iii. KE to identify a new date for the October MTM.
- iv. KE will carry out the RMP review and respond by 13 July 2018.

4.0 AOB

- IB advised the meeting that a number of free training courses were on offer provided by Deaf Action. It was agreed that this would be of use to people in the office.

Actions

- i. IB to source training on BSL Awareness.

5.0 FUTURE MEETINGS

- 10.00 Wednesday, 01 Aug (BM)
- 10.00 Wednesday, 03 Oct (HH) NEW DATE REQUIRED TBC
- 10.00 Wednesday, 05 Dec (BM)
- 10.00 Wednesday, 30 Jan 2019 (HH)
- 10.00 Wednesday, 27 Mar 2019 (BM)
- 10.00 Wednesday, 22 May 2019 (HH)



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

1 August 2018

Date of Approval