



SCOTTISH

CHILDREN'S REPORTER

ADMINISTRATION

Scottish Children's Reporter Administration Minute of Information Governance Leads held on Tuesday 18th February 2025 via Microsoft Teams

Present:

Stephen Eodanable (chair), Jo Donald, Donald Lamb, Gwen McNiven, Angela Mitchell, Victoria Thorpe, Neill Mitchell, Craig Jackson, Pamela Armstrong, Irene Nugent, Sheena Banks, Paul Mulvanny, Kelly Scarlett, Kerry-Ann Kean & Lynne Hobbs

		Timescale	Action
1.	Apologies Alistair Hogg, Jacqui Stephen, Jackie Johnston, Ross Monteith, Janet Robertson		
2.	Any other Business Public attendance at Board meetings – PA – see Item 6 below		
3.	Minutes of last Meeting (19 th November 2024) Accepted as correct. Matters arising Updates on actions from previous minutes (i) Records Management & Security - ICO recommendation for hard copy documents log – SE Papers remain the responsibility of Panel Members, so it is better for CHS to maintain a return inventory for when papers are returned to SCRA. SB asked how we would know if items had been returned in the Freepost envelopes? We would not know this, but very soon the Freepost system will be reviewed and may not be renewed by the SCRA.		
4.	GDPR training update – JD Almost 400 staff have now accessed the online training and we still need to increase attendance. Every staff member has to attend. Jo will again be contacting LRM's with names of individuals yet to attend, by the end of the week.		
5.	6 Monthly IG Report Summary – JD Jo summarised the 6-monthly report that was attached to the meeting invitation. She encouraged everyone to read it and took the opportunity to thank colleagues in Localities who had assisted the IG team with recent Subject Access Requests, as the local knowledge is helpful when processing a request.		
6.	Public attendance at Board meetings – PA The written process needs to be developed to make it possible for someone to attend the Board meeting should they make a request to do so. SCRA can only offer access if the person attends at an office where the meeting is being held. The organisation will be able to consider virtual/hybrid solutions in the future, but this should not arise until later in the year. If the question is raised by a member of the public, please refer the question to Pamela.		
7.	Examples of good Locality practice or issues arising None to report		

		Timescale	Action
8.	New risks None to report		
9.	Date of Next Meeting - Tuesday 20th May 2025 via Teams @ 13:30 Stephen thanked everyone for attending the meeting.		