

Executive Advisory Body Paper/Executive Team etc.

The author must complete this page before submitting the paper to the Business Support Office.

Publication

To demonstrate openness and transparency, all governance group papers will now be published on the website of Social Security Scotland. All governance group papers should be written in line with the Writing for Publication Guidance.

Papers which contain sensitive information which should not be published must set out the reasons why. The author must identify the relevant exemption which should apply. The exemption should be stated in the section below, with the reasoning for this decision. Please speak to the Data Protection and Information Governance team before submitting your paper if you are unsure which exemption may apply.

1. I am aware that this paper may be published in the public domain and I am content for the information to be published. ☐

2. I believe information in this paper should be withheld from publication and that an exemption applies. **X**

2.1. Please state the exemption and explain your reasoning:

Personal information of individuals has been withheld. This is considered to be exempt under Section 38(1)(b) of the Act.

A small amount of text is withheld under Section 30 (b) (i). The substantial inhibition that would arise is that individuals would not provide candid comments safe in the knowledge that these views will not be made public. Disclosure of this information would, or would be likely, to have a “chilling effect” on the robustness of views expressed by officials contributing to the audit and, in turn, inhibit the manner in which such audits are currently undertaken. Whilst publishing the information would contribute to the understanding, and allow greater analysis of, the arrangements, it is considered that this is outweighed by the need to have a credible and robust the audit process to identify areas for improvement.

Paper Summary for Website Publication (max 100 words)

This document is an Internal Audit report which considers the arrangements in place for information and records management including the disclosing of personal information in certain circumstances.

Paper authors should write a short paragraph here to summarise the content of the paper.