Scottish Biometrics Commissioner – Strategic Management Meeting

25 January 2023 on Microsoft Teams

Attendees	Brian Plastow - Scottish Biometrics Commissioner (Chair) Cheryl Glen - Corporate Services Manager Diego Quiroz - Operations Manager Joanna Milne - Business Support Manager (Minutes)
Apologies	None

Item	Subject	Discussion	Actions	Lead
1	**Welcome**	The Chair welcomed attendees to the Strategic Management Meeting		
2	**Review of Minutes, Actions and Matters Outstanding from Previous meeting**	Minutes from the previous Management Team Meeting were reviewed, accepted as accurate with a slight amendment to section 4 under budget. Projected to be inserted prior to underspend. Approved for publication Action plan updated	Minutes from previous meeting to be published on our website Action log to be issued prior to next MTM	BSO BSO
3	**Strategic Update**	The Commissioner provided the following update: **3.1 – Strategic Priorities and Strategic Plan** ▪ Year 1 of our Strategic Plan - we have completed all items we set out to complete and as of December 2022 we are in year 2 of the plan. ▪ 4 items to be completed between now and the end of the financial year. They are laying the 2 assurance reviews (children and young people review and vulnerable adults review), staff engagement survey and to operate with budget.	Revised Strategic Plan to be published on our website once received publishers and laid before parliament	BSO

		▪ On target to meet the 15 x KPI's in our Strategic Plan. ▪ Revised Strategic Plan is currently with the publishers with a view to laying before Parliament the last week in February. ▪ On 26 January the Commissioner met with the Cabinet Secretary for Justice and Veterans. **3.2** - **Ratification of governance decisions taken between meetings** No items were brought to the meeting **3.3 – Wellbeing, H&S, employment matters** ▪ An external HR company has been appointed to provide support with the issuing of the staff engagement survey. ▪ No H&S issues noted however team reminded Bridgeside House will be closed on 1 February due to strike action by the Civil Service Union. ▪ Building Coordinator has provided all the risk assessments which have been completed for Bridgeside House. They have also been delivering training on H&S and CSM will ask if they can attend one of our team meeting to provide training. ▪ Due to an SPSO Strategic Planning day at the beginning of March Bridgeside house will be busier than normal. Post meeting update – The date for this meeting is 7 March 2023	Building Coordinator from Bridgeside house to be invited to MTM to provide H&S training	CSM and BSO

4	**Corporate Services Update**	The Corporate Services Manager provided the following update: **4.1 – Financial reports and accounts** ▪ Looking to end the year under budget including returning a projected underspend of £20,000.		

		- SPCB confirmed we are likely to hear about next years budget by the end of the month. - Invoice received form Audit Scotland to be discussed with them to agree figure. **4.2 – Audit reports** - Commissioner and CSM have met with internal auditor to agree dates for mini audit to take place this financial year. They have agreed last two weeks in March. - All items above to be discussed at the next Advisory Audit Board which is being held on 14 February. - Section 31 and 32 reports due to be split this year. Accounts to be laid by end of October followed by the Annual Report in November. **4.3 – Strategic Risk Register** - Due to changes in the Strategic Plan the Strategic Risk Register will need to be revisited to ensure alignment. **4.4 - ICT, Records Management, Cyber Resilience** - Records Management Plan is currently under development. CSM pulling together all the evidence which will support the Plan. This will involve evidence of training in Data Protection, Cyber Security and eRDM. - eRDM File Plan and guidance are also being updated and once complete it will be available on our website. - Our website is currently being updated and the publications pages will be removed.	Meeting arranged once Strategic Plan agreed to discuss Strategic Risk Register	CSM CSM

		• CSM working toward Cyber Essentials accreditation with support from SPSO, believed that once completed we can display a logo and/or badge to demonstrate our accreditation on our website.	Updated File Plan and guidance to be added to website	
		4.5 - Procurement		
		• Non-networked tablet and spare laptop still in the process of being purchased through HP portal and Vodafone account.		
		4.6 – Business Continuity		
		• CSM reminded everyone they need to have contact details for all relevant contacts should we be unable to access our systems and to ensure this data is held securely at all times due to it being sensitive.	Business Continuity table top exercise to be arranged.	CSM and BSO
		• Table top exercise to be held to ensure we all aware of our roles within the Business Continuity Plan.		
5	**Operations Update**	The Operations Manager provided the following update: **5.1 – Assurance programme and external liaison** • Children and young people's assurance review draft is under way with first draft being available with Commissioner by 10 February at the latest. The final meeting with SPA will be held on 2 February. The feedback from the roundtable discussions held be CYCJ will be provided to OM by 10 February. • Discussion to take place with Alan McGregor from the University of Copenhagen to discuss potential attendance at future workshops. • AI Alliance to record a video to explain the issues of AI and biometrics on 7 February. • OM to meet with Glasgow City Council to discuss our role and our Code of Practice.		

		- Discussion to take place with Fraser Sampson regarding Europol. - Meeting held with ICO to discuss their biometric guidance. **5.2 – Biometrics and equalities, diversity and human rights** - Evidence to be provided to Justice and Care Bill once this opens. **5.3 – Code of Practice launch and Complaints procedure** - Citizens Advice have updated their website with details of Scottish Biometrics Commissioner with links to the Code of Practice and relevant part of our website. - SPA and Scottish Government also have updated their website to include our details. - Unfortunately no details have been included on the Police Scotland website.		
6	**Corporate Communications**	FOI and EIR submission for June to September has been submitted		
7	**AOCB**	Business Plan is under construction but budget information for 2023/24 required before it can be produced. The Plan covers 1 April 2023 to 31 March 2024 and includes: Review laws of retention in Scotland in partnership with the Scottish Government. A workshop is to be set up to discuss any changes that need to be made. This will allow SBC to ascertain if a full review is required. Assurance review(s) will be on photographs, facial images and facial search to be reported in March 2024. This will mean work will start September 2023.		

		Compliance assessments to be undertaken and published -PIRC in January, SPA in February and Police Scotland in March 2024.		