

Scottish Biometrics Commissioner – Monthly Management Team Meeting

23 November 2023 via Teams

Attendees	Brian Plastow - Scottish Biometrics Commissioner (Chair) Diego Quiroz – Operations Manager Cheryl Glen – Corporate Services Manager Joanna Milne - Business Support Officer (Minutes)
Apologies	

Item	Subject	Discussion	Actions	Lead
1	Welcome	The Chair welcomed attendees to the Management Team Meeting		
2	Review of Minutes, Actions and Matters Outstanding from Previous meeting	Minutes from the previous Management Team Meeting were reviewed, accepted as accurate, and approved for publication. The action log was reviewed and updated. No matters outstanding from previous meeting.	Minutes from previous meeting to be published on our website	BSO

3	Operational Plan	<p>Thematic Reports The Images Review will concentrate on where Police Scotland, the SPA and the PIRC hold their images and how many images are held. It will also look at the policies and procedures in place around the storage, retention and deletion of images. This part of the review has been completed and the OM is awaiting the responses from the three organisations.</p> <p>Laws of Retention The Scottish Government have scheduled a meeting for the 19 December to discuss next steps. The Cabinet Secretary has approved the review being led by the Scottish Government supported by the SBC. It has been highlighted that the review shouldn't seek to have primary legislation changed but to make recommendations that can be achieved through secondary legislation e.g. the Code of Practice. There has also been a request to examine what other research is available, this is being achieved through SiPR.</p> <p>Complaints No complaints have been received.</p> <p>Compliance Assessments There has been a delay receiving the responses from the PIRC, the SPA and Police Scotland due to other commitments but they should all be received in the next few weeks. The Commissioner acknowledged the effort put in by the PIRC, the SPA and Police Scotland in completing the returns.</p> <p>Stakeholder Engagement</p> <ul style="list-style-type: none"> ▪ A meeting was held with the executive sponsors and the SPA to discuss the symposium. The venue and agenda are still to be decided. ▪ Response issued to the Scottish Parliament Justice Committee's Police Ethic's, Conduct and Scrutiny (Scotland) Bill. ▪ Operations Manager met with HMICS. <p>Newsletter The December newsletter has been written and is ready to be sent out. This will be done the first week in December.</p>		
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4	Policies and Procedures	<ul style="list-style-type: none"> ▪ The Records Management Plan and the National Records of Scotland's assessment reports are now available on the website. ▪ The Terms of Reference for the Advisory Group will be reviewed at the meeting later today. ▪ Annual reviews of policies will commence in January 2024. ▪ Personal Accident and Travel insurance to be reviewed to ensure it is fit for purpose prior to renewing. ▪ Updating the Scheme of Delegation to reflect the CoP complaints process ▪ CoP complaints deletion policy currently being developed by BSO and CSM ▪ CoP complaints deletion procedure to be developed by OM ▪ Assurance review guidance to be developed by OM 	<p>Scheme of Delegation to be updated</p> <p>CoP deletions policy to be developed</p> <p>CoP complaints procedure to be developed</p> <p>Assurance review guidance to be developed</p>	<p>CSM</p> <p>CSM & BSO</p> <p>OM</p> <p>OM</p>
5	Audit(s)	<p>Internal Audit for Business Continuity will be pushed back to February as CSM will be attending a course on the original dates. The Business Continuity exercises lead by the CSM were completed earlier this month.</p> <p>The Corporate Performance audit will be conducted w/c 4 December which will look at our KPIs.</p>		
6	Data Protection	<p>BSO attended the Data Protection Officers meeting for Officeholders.</p> <p>The office door is now working and the CSM asked that in future all office issues are reported the building manager and CSM to ensure resolution.</p>	<p>Issues related to office security to be reported to CSM and building manager</p>	All
7	Cyber Security	<p>Business Continuity plan will be updated following the conclusion of the exercises, this will be circulated amongst the team for feedback</p> <p>CSM reminded the team to ensure they run the security update planned for next week.</p>	<p>Cyber Security upgrade planned 28 November onwards – staff to ensure they install</p>	All

		CSM reminded the team that IT mandatory training needs to be completed by the end of the year and updated on their training record	Staff to complete mandatory Cyber Security training and report back to SPSO by 15 December	All
8	Training	CSM has been accepted on a Management and Leadership MSc course at Portsmouth University. The course will be mostly remote learning. BSO has pulled together initial idea for the Teams / M365 Web Version and eRDM training which will be held in January.	BSO to produce training for the Team on Teams / eRDM and Microsoft 365 on the web	BSO
9	Annual Leave / Flexi Leave	The Commissioner Reminded everyone to ensure they take any carried over holidays by the end of the year.	Leave c/f must be taken before the end of the calendar year	All
10	AOCB	The Commissioner confirmed we have joined Scotland House, London and will now be able to use this as a base when in London. The SPCB will be meeting with all Officeholders over the next month to ensure things are running smoothly.		