

Scottish Biometrics Commissioner – Monthly Management Team Meeting

26 June 2024 via MS Teams

Attendees	Brian Plastow - Scottish Biometrics Commissioner (Chair) Cheryl Glen – Corporate Services Manager Diego Quiroz – Operations 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	Thematic Reports Details of the Images review will be published in our Annual Report and Accounts The draft ToR for the DNA review and the Retrospective Facial Search (RFS) review have been issued to the Advisory Group for comment. Police Scotland welcomed both reviews taking place but especially the latter as they have received FOIs relating to RFS Laws of Retention		

		<p>The first draft report for the Laws of Retention review should be available later this week and will be forwarded to the Advisory Group for their feedback to be submitted during July after it has been checked by the Commissioner to see whether SBC perspective have been adequately captured. The hope is to publish the report in August and to submit the full report to the Cabinet Secretary in September. The Operations Manager will also confirm with SG colleagues whether (post advisory group) the draft will be exposed to both factual accuracy checking and any wider consultation.</p> <p>Complaints No complaints have been received.</p> <p>Section 31 and 32 reports CSM has circulated the first draft of the Annual Report and Accounts for feedback. The CSM is awaiting confirmation we can use photos of new Advisory Group members and members of the AAB in the report.</p> <p>The date for laying the report is to be confirmed ensuring it does not clash with Parliament recess.</p> <p>The Commissioner has received confirmation from Civil Service Pension scheme that there is a delay in providing figures for pension payments and it could be as long as six weeks before they provide it. Our external auditors are aware of the issue. The Commissioner will still submit their Assurance Certificate to the SPCB (either in draft or signed-off) 26 August.</p> <p>Stakeholder Engagement</p> <ul style="list-style-type: none"> ▪ The OM confirmed he had received lots of positive feedback on the back of the Scottish Biometrics Conference. There has also been a lot of media coverage and it has raised the profile of the work taking place in Scotland ▪ The OM attended a workshop co-hosted by The Alan Turing Institute’s Centre for Emerging Technology and Security (CeTAS) and the Northumbrian University on ‘Drawing Inferences from Biometric Technology in Law Enforcement: Past, Present and Future?’ 	<p>LoR paper to be circulated to Advisory Group for feedback</p> <p>Agreement from stakeholders/members to include image within ARA</p> <p>Agree date with SSI Unit re laying of the ARA report to Parliament</p>	<p>BSO</p> <p>CSM</p> <p>CSM</p>
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4	Draft Business Plan	The final plan cannot be finalised until pay awards for staff are known	Plan to be amended once pay awards finalised	CSM
5	Medium Term Financial Strategy	The final report cannot be finalised until pay awards for staff are known	MTFS to be amended once pay awards are finalised	CSM

6	Policies and Procedures	<ul style="list-style-type: none"> ▪ The FOISA procedure is to be reviewed and updated ▪ Other policies which require reviewing will wait until our new Director starts to allow them time to put forward their own thoughts on each policy and procedure: <ul style="list-style-type: none"> ○ Publication Scheme ○ Publication Scheme EquIA ○ Information Governance & Risk Handbook ○ Finance Policies ○ Privacy Notice 	Review FOISA procedure and update Policies to be reviewed (September/October)	BSO CSM
7	Audit(s)	<p>The external audit will take place week commencing 22 and 29 July. The ARA submission deadline to Audit Scotland is Friday 19 July It is hoped that the clearance meeting will take place on 8 August. Laying of the report will take place in late September</p> <p>The next internal audit is 17, 18 and 19 September and will be on Core Financial Controls</p>	Submit first draft ARA to Audit Scotland Arrange clearance meeting with Audit Scotland Arrange laying of report date with SG	CSM CSM CSM
8	Data Protection	<p>Everyone to complete the Scottish Parliaments data protection training by our next team meeting. The date complete is to be updated on the Corporate Training Record</p> <p>Data processing activities spreadsheet to be developed and shared with DPO at next Strategic Team Meeting</p>	SP DP training to be completed by next team meeting Develop data processing activities spreadsheet	All BSO and CSM
9	Cyber Security	Nothing to note		
10	Training	<p>OM is to attend his course at Ku Leuven University in Belgium the first 10 days of July. Will be contactable via mobile throughout and will review LoR report while away</p> <p>CSM has arranged the interviews for her Masters during August</p>	LoR report to be reviewed	OM
11	Annual Leave / Flexi Leave	The Commissioner reminded the team to take holidays prior to the end of the holiday year in September	Annual leave to be booked	All

12	AOCB	<p>Pay award The Commissioner confirmed correspondence has been received from the SPCB regarding this year and next year’s pay award for staff . The SPCB and Unions have agreed the terms of a 2 year pay deal. The offer will now be made to union members with recommendation that the offer is accepted. As a result, we will surrender additional staffing costs back to the SPCB. Everyone should receive a letter from HR re the pay award they are to receive</p> <p>Budget Submission The budget submission for 2025/26 is due on 2 September – staffing costs will be simpler to calculate now the pay award is known. Budget won’t include monies for Director post as already agreed through 2024/25 budget submission</p> <p>New Director The new Director will be starting on 22 July and induction sessions will be input into diaries.</p> <p>Bi-annual Conference The OM suggested that it might be worth thinking about hosting a bi-annual conference. The Commissioner noted the suggestion as something for future consideration, adding that the forthcoming Police Scotland Biometrics Strategy and desire of the SPA to partner in an ongoing national conversation about the future of biometrics in policing might serve as a platform for ongoing debate and as a strategic listening exercise which could help in the development of the SBC’s next Strategic Plan</p> <p>OM raised that Big Brother Watch have filled two legal challenges over the use of live facial recognition by the police and private retailers in London, which resulted in misidentifications of members of the public. OM raised that there may be an opportunity for intervening in the case as a third party if the commissioners wants to and we are allowed by the case judge.</p>	<p>Budget recalculation to take place and surrender of monies to SPCB</p> <p>Submission of budget to SPCB by 2 September</p> <p>Induction sessions to be added to diaries over the next few days</p>	<p>CSM and Commissioner</p> <p>Commissioner (support from CSM)</p> <p>BSO</p>

		The Commissioner confirmed that this was not something he would be considering.		
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