



Agenda

Scottish Biometrics Commissioner

Strategic Team Meeting 28 April 2022 (9.30-11.00 MS Teams)

Agenda Items

1. Welcome and Apologies

The Chair welcomed attendees to the first Strategic 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.

3. Strategic Update (Commissioner)

3.1 Strategic priorities and strategic plan

5 months into Strategic Plan we are on target for achieving our objectives.

The National Assessment Framework has been published and the Daft Code of Practice was laid before parliament on 19th April.

1st draft of complaints procedure has been circulated to the Advisory Group for comments. To be published once the Code of Practice comes into effect.

First draft of the Annual Report & Accounts currently being developed in-line with external audit timetable of June 2022.

3.2 Ratification of governance decisions taken between meetings

No decisions made between meetings.

3.3 Wellbeing, H&S, employment matters

The Office continues to follow a hybrid working pattern.

Any health and safety issues or equipment requirements should be discussed with your line manager.

A training needs assessment is currently being developed by the Corporate Services Manager which will help identify both individual and team training requirements. Professional Development Plans will help feed into this process and future budgets will be allocated as appropriate.

4. Corporate Services Update (Corporate Services Manager)

4.1 Financial reports and accounts

SBC is operating to budget and next finance figures will be available mid-May.

4.2 Audit reports

We will be looking to appoint an independent internal auditor and to establish our internal audit programme for 2022/23. We will consider tendering options commensurate with the scale of our operations but seek to appoint a different internal auditor from the SPSO with whom we have a shared service arrangement to avoid any conflict of interests.

4.3 Strategic Risk Register

Strategic Risk Register to be reviewed by team 4th May and will then be sent to the Audit Advisory Board along with the updated draft Scheme of Governance & Risk Management.

4.4 ICT, Records Management, Cyber Resilience

The SPSO and SBC now using Objective Connect Workspace to share Shared Policies and Procedures between SPSO colleagues and the SBC Team.

Information Management Handbook once complete will be sent to the Data Protection Office for review. Development of the Records Management will follow but is not due to National Records Scotland until later this year/ early next year.

With an increased focus on cyber resilience the Corporate Services Manager will approach Scottish Business Resilience Centre to discuss undertaking a cyber-exercise to ensure we understand what to do if we are subjected to a cyber-attack.

4.5 Procurement

The procurement process will be updated to ensure we are following the correct process.

A free trial of Flexitime Planner is taking place within the team.

4.6 Business Continuity

Cyber security is to become the main focus of the business continuity plan at the moment. It is proposed that we undertake a table top exercise to ensure our processes are fit for purpose over the winter period.

5. Operational Update (Operations Manager)

5.1 Scrutiny programme and external liaison

Two thematic reviews planned for this year - the process for vulnerable adults and secondly for children (those under 18 years). Children and Young Persons Commissioner keen to support this work.

Discussions with the Scottish Police Authority will take place early summer to discuss their participation in both projects .

Engagement with Edinburgh Data Lab and Scottish AI Strategy with the latter group agreeing to using their network to promote our work. Operations Manager agreed to write a blog highlighting the work of the SBC Office.

Bi-annual meetings to be arranged with the support offices of both Commissioners'

5.2 Biometrics and equalities, diversity and human rights

No concerns relative to Policing and Criminal Justice in Scotland

5.3 Code of Practice Complaints

Draft complaints process was issued to Advisory Group for feedback which has since been collated.

Complaints procedure to be distributed to Data Lab and Scottish AI Strategy for further dissemination to their networks for feedback.

Flowchart and Memoranda of Understanding to be developed explaining complaints process and relationship between SBC, Police Scotland and PIRC.

6. Corporate Communication (Business Support Officer)

6.1 Corporate Communications

SBC Facebook page set up and now live.

6.2 FOI and SAR update – submission to Scottish Information Commissioner

FOI and EIR stats provided to Scottish Information Commissioner.

7. All

7.1 Business Plan

With team for feedback and completion.

7.2 Operational Risk Register

To be developed.

7.3 AOCB

Corporate Services Manager liaising with Investors In People to discuss the SBC becoming accredited.