

Scottish Biometrics Commissioner – Monthly Management Team Meeting

4 July 2023 via Teams

Attendees	Brian Plastow - Scottish Biometrics Commissioner (Chair) Diego Quiroz - Operations Manager Cheryl Glen - Corporate Services Manager Joanna Milne - Business Support Manager (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 There have been a positive response to both the Children and Young People and the Vulnerable Adults report. Police Scotland have written to the Commissioner accepting all recommendations and will implement them. The recommendations will be monitored via the action log which will be discussed at our Quarterly Strategic Team Meetings to find out how they are progressing. Operations Manager to use Point of Contact meetings to follow up with Police Scotland.	Action log to be created with recommendations and follow up; to be added to the Quarterly Strategic Team meeting agenda.	BSO and CSM

		<p>Laws of Retention The laws of retention workshop was held at Bridgeside House on 12 July. The workshop was well attended and the unanimous opinion from all delegates that expressed their view was that the law of retention needs to be reviewed. The review will be led by the Scottish Government and we will support them. SG have already submitted a paper to the Cabinet Secretary for Justice who has agreed in principle that a review should go ahead.</p> <p>Complaints No complaints have been received. National Records of Scotland have provided feedback on our Records Management Plan. We confirmed that we will produce a policy on the manual deletion of complaint records which NRS have suggested we continue to update them on this work through the Progress Update Review process.</p> <p>Compliance Assessments The draft compliance assessment questionnaire has been issued to the Advisory Group for their feedback. Feedback has been received from Police Scotland but no response received yet from PIRC or SPA.</p> <p>Stakeholder Engagement Draft comms and engagement strategy is currently being written by the Commissioner and will be circulated.</p> <p>Website inc footfall From 1 June to 30 June we had 71 different users and 1014 views of our website. An initial meeting has been held with our website supplier regarding changes to our current website. CSM and BSO to provide website supplier with details of the changes required and costings will be agreed.</p> <p>Newsletter The June newsletter has been issued and is now available on our website.</p>	<p>Policy for manual deletion of complaint records to be produced and circulated to NRS through the Progress Update Review process.</p> <p>Follow up with PIRC and SPA for their feedback on the questionnaire.</p> <p>Comms & Engagement draft strategy to be circulated</p> <p>CSM and BSO to provide website supplier with details of the changes required</p>	<p>CSM/BSO</p> <p>BSO</p> <p>Commissioner</p> <p>BSO/CSM</p>
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		<p>Research & Knowledge Exchange After the workshop on the laws of retention the Commissioner circulated an academic study showing the DNA retention of each European country. The report shows that the UK holds more DNA samples than other European countries partly due to the length of time Scotland has had a DNA database compared to other countries. Operations Manager has been engaging with Scotland AI Alliance and The Digital Identity Service.</p> <p>Section 31 report First draft of the Section 31 report has been circulated and amendments made. The report will shortly be sent to Audit Scotland for review in time for the clearance meeting on 27 July. After this meeting the draft letter of representation should be issued on 31 July. The Independent Auditors Report should be with us by the 29 August. All document will be issued to the AAB prior to the meeting on 5 September.</p> <p>Section 32 report First draft of the Section 32 report has been circulated and amendments have been noted. The Commissioner confirmed that it compliments the Section 31 report. The report should be sent to Police Scotland for factual accuracy checking. Prior to the report being sent for publishing we need to think of imagery we want for front cover etc.</p> <p>Easy read version of CoP The easy read version of our CoP will be considered subject to a funding bid being granted. In order for an easy read version to be produced we need to reduce the Code of Practice to 15 pages.</p> <p>SPCB meeting The Commissioner met with SPCB for his quarterly office holders meeting on 13 June. As part of the meeting the Commissioner discussed the budget and budget bids for 2024/25 which need to be submitted by 4 September. The</p>	<p>First draft ARA to be sent to Audit Scotland publishers</p>	<p>CSM</p>
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		Commissioner also confirmed that he will submit his Certificate of Assurance to the SPCB by 20 August. The Commissioner also discuss potential changes to the structure of the team.		
4	Policies and Procedures	<p>Feedback has been received from National Records of Scotland on our Records Management Plan.</p> <p>There were two main recommendations include evidence the SBC team can access easily the Information Governance Handbook and further understanding of our 'MOU' we have with ITECS.</p> <p>Further suggestions from NRS are :</p> <ul style="list-style-type: none"> • Update Publication Scheme • file plan to be shared with NRS • Complaints record manual deletion policy to be shared with NRS as part of PUR process • Shared services handbook for ICT also being update and will be shared with NRS. <p>Finance policies revision agreed by Fiona from SPSO and will be shared with the team shortly.</p>	<p>Information Governance to be published on our website and team to confirm they have read it.</p> <p>Finance policies to be shared amongst SBC team</p>	<p>CSM and ALL</p> <p>CSM</p>
5	Audit(s)	<p>Audit Scotland dates as mentioned above under the Section 31 report.</p> <p>Internal Audit plan for 2023/24 is as follows:</p> <p>2 - 6 October will be reviewing our records management.</p> <p>4 – 8 December will be reviewing corporate performance.</p> <p>22 – 26 January will be reviewing business continuity.</p>		

6	Data Protection	<p>On 29 June CSM attended the Data Protection Officers network meeting for all the office holders.</p> <p>Digital recording is now allowed on Teams and CSM and BSO to look at a Digital Recording Policy for SBC.</p> <p>Migration end date for all SCOTS users is end of September so all users need to ensure mailboxes etc have been migrated over.</p> <p>Contract for our land line will end shortly and there is the potential that we move to a Teams based approach. Members of the public would not notice any difference.</p> <p>SG are trialing a co authoring option on eRDM so more than one person can make comments simultaneously. CSM and BSO have been put forward for the pilot.</p>	Develop Digital Recording Policy	BSO/CSM
7	Cyber Security	<p>CSM and BSO are going to devise business continuity exercises in the next few months. There will be an online exercise and a face to face one.</p>	Business Continuity exercises to be developed	CSM/BSO
8	Training	<p>The Commissioner confirmed that he will support any training the team want to undertake subject to available budget.</p> <p>CSM has completed week one of the Senior Leadership course. Diego is awaiting dates before he starts the same course.</p> <p>BSO has been accepted on a Data Science course which starts in August.</p> <p>CSM to share the corporate training log so everyone can update their training. Each team member will be provided with a tab to update any training undertaken.</p>	Corporate Training Log to be shared amongst team with link to document in Teams	CSM

9	Annual Leave / Flexi Leave	<p>The Commissioner reminded the team they need to input their holidays prior to the end of the holiday year.</p> <p>The holidays carried forward are shared with Audit Scotland so the Commissioner asked that we do what we can to take holidays and not carry forward too many.</p>	Annual Leave to be booked	All
10	AOCB	<p>The next Advisory Group meeting to be held on 18 July. Diego to pull together the agenda and papers for the meeting.</p> <p>Self Assessment Questionnaire - Feedback received from PS but none received as yet from PIRC or SPA.</p> <p>Pull up banner ordered and should be with us shortly for use in the office and at events.</p> <p>First Draft of the high level comms and engagement strategy to be pull together.</p> <p>SG are currently piloting a wellbeing hour and is this something we may want to consider. The Commissioner supports this as it promotes staff wellbeing.</p>	<p>Papers for Advisory Group</p> <p>Comms & Engagement Strategy to be shared</p> <p>Information re Wellbeing pilot to be shared amongst team</p>	<p>OM</p> <p>Commissioner</p> <p>CSM</p>