Scottish Biometrics Commissioner – Strategic Management Team Meeting

28 June 2022 via Teams

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

Item	Subject	Discussion	Actions	Lead
1	**Welcome**	The Chair welcomed attendees to the second Strategic Management Team Meeting		
2	**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 Actions were discussed with some carried forward to next meeting: ▪ Progression with Investors in People ▪ Templates and Brand Guidance to be produced	Minutes from previous meeting to be published on our website	BSO CSM CSM and BSO

| 3 | **Strategic Update** | The Commissioner provided the following update via email prior to the meeting:

▪ Draft Annual Report and Accounts has been finalised following feedback. It will now be sent to Audit Scotland.
▪ Draft Code of Practice – verbal feedback received confirming a provisional date of early September for the Scottish Government to lay an SSI to bring the Code into effect in late November. Formal written response awaited.
▪ Criminal Justice Committee – the Commissioner has written to the Committee following attendance at the evidence session stating the SBC would welcome expansion of our remit to include other aspects of the criminal justice system such as prisons.
▪ The UK Government Data Protection and Digital Information Bill which proposes to transfer the biometrics role from Commissioner for the Retention and Use of Biometric Material and Surveillance Camera Commissioner to the IPCO - this is noted in terms of England and Wales potentially about to move in a new direction.

▪ Children and vulnerable adults thematic reviews will be run in parallel with the aim to report on both by 31 March 2023. Operations Manager will update on the Children aspect. Corporate Services Manager will lead on the thematic review for vulnerable adults. Proposals/methodology/partners for the vulnerable adults piece will be firmed up in August/September. | | |
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4	**Corporate Services Update**	The Corporate Services Manager provided the following update:		
		4.1 Financial Repots & account		
		▪ CSM to create a rolling spreadsheet to better understand our spending. We are currently under budget.		
		4.1.1 Budget bids 2022/2023		
		▪ Discussion took place around potential areas for additional budget including animation for Code of Practice; animation for complaints procedure. However, it was highlighted that feedback on current animation would be required prior to these funding decisions ▪ Operations Manager highlighted there may be a need for additional budget for Children's thematic review to include either a round table/ focus groups ▪ Discussion around additional monies for website developments, however further discussion needed with Gecko Deadline for submissions 9 September	Meeting to discuss changes to website Meeting with website provider to discuss costings for changes	BSO BSO
		4.2 Audit reports		
		▪ Updates completed to – draft Information Governance Handbook, draft SBC Risk Policy and Register, draft Scheme of Governance and Risk Management Handbook and Business Continuity / Resilience Plan.		
		4.3 Strategic Risk Register		
		▪ SR2 –Discussion around how to increase website traffic and Facebook followers and the need to develop a communication strategy ▪ SR4 – Shared services agreement to be finalised ▪ SR4 - Personal data handling during the complaints process was discussed following a meeting with ICO, Operations Manager and Data Protection Officer (DPO). All relevant procedures are either within Information Governance Handbook (which will be quality assured by DPO) or HR policies e.g. Working for the SBC	Meeting to be arranged to discuss way forward with our communication strategy	BSO & CSM

		▪ SR5 – CSM and BSO are attending cyber security training with SPSO – will help determine next steps for SBC when considering training ▪ SR5 – ICT policies in place; training monitored through Training Needs Analysis ▪ SR6 – CSM in conversations with Investors in People ▪ SR6 - Learning and Development plan being developed **4.4 ICT, Records Management, Cyber Resilience** ▪ Last few days of H Drive being available - everyone to ensure all documents have been moved ▪ CSM discussion with NRS re archiving our website and the archiving of documents **4.5 Procurement** ▪ CSM engaging with procurement process to procure internal audit services **4.6 Business Continuity** ▪ Emergency contact details to be updated within Teams spreadsheet (links to Business Continuity / Resilience Plan)	SBC Team to ensure all relevant actions have been taken and moved relevant files	All
5	**Operations Update**	The Operations Manager provided the following update: **5.1 Scrutiny Programme and external liaison** ▪ Continues discussions with Police Scotland and Scottish Police Association. Meeting with PIRC still to be arranged ▪ Feedback provided on Police Scotland's data ethics governance framework including the lack of mention of Scottish Biometrics Commissioner ▪ OM participating in the Emerging Technologies Independent Advisory Group ▪ OM invited to take part in external oversight group for data ethics framework		

		▪ TOR still outstanding for the AI Strategy Scotland group **5.2 Biometrics and equalities, diversity and human rights** ▪ New member of Advisory Group - Prof Shannon Vallor. Who is also the Baillie Gifford Chair in the Ethics of Data and Artificial Intelligence at the Edinburgh Futures Institute (EFI) at University of Edinburgh ▪ Discussion on future policy and legislative landscape to be had by the team **5.3 Code of Practice / Complaints** ▪ Response awaited from Children and Young Person's Commissioner on their involvement in our children's thematic review process ▪ Meeting has taken place with Children and Young People Centre for Criminal Justice (CYCJ) to discuss their involvement in our children's thematic review. CYCJ to provide costings re involvement ▪ Animation for website delayed but should be completed shortly. OM asked Fable to provide recommendations re how best to distribute animation for optimum awareness ▪ Feedback on the updated draft Complaints procedure has been provided by Information Commissioner Officer and Data Protection Officer ▪ Version 0.3 Complaints procedure to be sent to Commissioner for feedback; flow-chart developed; considering recommendations from ICO re development of data sharing agreements, impact assessments, privacy notice and data protection arrangements around the complaints procedure		Review Budget for CYCJ involvement	OM

| 6 | **Corporate Communication** | The Business Support Officer provided the following update:

 ▪ Website review meeting to take place to understand changes required
 ▪ FOI and EIR update provided to Scottish Information Commissioner | | |