

Scottish Biometrics Commissioner – Strategic Management Team Meeting

24 August 2023 via Teams

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

Item	Subject	Discussion	Actions	Lead
	Welcome	The Chair welcomed attendees to the Strategic Management Team Meeting.		
1	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. Team all confirmed they had read the Information Governance Handbook	Minutes from previous meeting to be published on our website.	BSO
2	Ratification of governance decisions taken between meetings	None to discuss.		
3	Strategic Plan	The Commissioner confirmed that Year 2 of the Strategic Plan is going as planned.		

		The laws of retention review have been agreed by the Cabinet Secretary and although the Scottish Government will lead it, we will support them. We will review and perhaps amend our current Strategic Plan in the Spring to reflect approach taken re LoR review.		
4	Strategic Risk Register	<p>The CSM confirmed that the risk register will be reviewed quarterly and that this meeting will be the team's opportunity to review the register.</p> <p>Our biggest risk is still the scale of the team but it was agreed the current register is fit for purpose and reflective of risks.</p>		
5	Business Plan	<p>There are currently 15 KPI's but only seven need to be discussed quarterly.</p> <p>KPI 1- The Commissioner and the Operations Manager have been meeting with SPA, PS and PIRC on a regular basis.</p> <p>KPI 2 – Our Advisory Group last met in July and the next meeting is proposed for November.</p> <p>KPI 3 – The thematic review this year will be a review of images.</p> <p>KPI 4 – The latest newsletter was distributed in June and the next one will be sent out in December.</p> <p>KPI 5 – The website footfall is increasing every month.</p> <p>KPI 6 – Compliance with CoP – this will be assessed this year through the compliance assessments and review of images.</p> <p>KPI 7 – The Section 31 and 32 reports are undergoing their final changes and will be laid shortly.</p> <p>Code self-assessment questionnaire - the draft compliance assessment was issued to Police Scotland, PIRC and SPA for their comments which were taken on board. The compliance assessment was then issued to the Advisory Group for their comments.</p>		

		<p>Compliance assessments have been issued to PIRC and SPA. The assessment will be issued to Police Scotland early next week. A follow up meeting has been arranged with PIRC and SPA.</p> <p>Communication and Engagement - the Commissioner issued a draft copy of the Comms and Engagement Strategy. The strategy is built around five pillars and six workstreams. This will complement the Strategic Plan and is due to be internally audited during 2024/25.</p>	Team to provide feedback to the Commissioner by the end of September.	All
6	Stakeholder Engagement	<p>The Operations Manger visited the SPA forensics lab in Dundee to understand how they record forensics.</p> <p>A funding application was submitted to CORRA for a UNCRC grant to create a child friendly version of our Code of Practice. The results of this application will be announced in October.</p> <p>The Operations Manager has been working on a conference on biometrics in criminal justice and SPA has agreed to partner us. Others have also been approached to partner with us to deliver the conference. The plan is to hold the conference in April.</p> <p>The Commissioner is due to be a speaker at the Biometrics Institute conference in October. The theme will be biometrics and impossible crimes.</p> <p>The OM will be speaking at the Digital Policing conference in November.</p>		
7	Data Protection incl. Records Management	<p>Corporate Service Manager confirmed that National Records of Scotland have accepted our preliminary Records Management Plan and we should receive our formal outcome by October. Once we receive this our plan will be monitored through the progress update review process (PUR).</p> <p>Robin Davidson our Data Protection Officer joined the meeting to discuss all things DP-related and provide us with the opportunity to raise any projects that may be coming up where we will be including personal data.</p>		

		<p>Robin also discussed our recent DPIA for capturing special category data with reference to complaints.</p> <p>The Parliament is hoping to shortly roll out GDPR training to all its office holders. Robin also reminded the team they should have a working knowledge of GDPR and there are training courses available on the ICO website.</p> <p>Robin confirmed that there is no set time to keep complaints data but we cannot keep it longer than is required. Once we no longer require it we can anonymise it for our records.</p> <p>Digital Information and Data Protection Bill is currently going through the House of Commons. The DPO role will be replaced by a Senior Responsible Individual. Robin will keep us informed as more details emerge as documents and policies will need to be amended to reflect the changes.</p> <p>Robin confirmed the appropriate policy document completed by the Operations Manager is sufficient.</p> <p>CSM will be now attending the data protection meetings held by the Data Protection Officer.</p> <p>ICT shared services handbook has been finalised agreed and SPSO IT are very proactive in sharing suspicious email and phishing emails with the whole team.</p>		
8	Budget & Finance	<p>The budget for 2022/23 will be tight. CSM reminded the team to keep this in mind when agreeing services and buying products and to copy her into emails where finances are involved</p> <p>2024/25 budget submission to be submitted by September to the SPCB and the outcome will be confirmed by February.</p> <p>It was agreed the biometrics conference will come out of the comms and engagement contingency budget.</p>	<p>CSM will circulate a budget paper In future meetings</p> <p>Team to ensure CSM copied into emails re finances</p>	<p>CSM</p> <p>All</p>

		<p>A discussion took place about options for the conference and how to reach as many people as possible.</p> <p>Medium term financial strategy All the office holders were reminded to submit a medium term financial strategy. Audit Scotland advised the Commissioner we did not require to produce one this year but he felt it would be useful to have a 5 year financial strategy. This will help us plan for uncertainty. This has since been shared with the team, with feedback requested to be fed back to the Commissioner.</p> <p>Budget Bid and Staff Determination The Commissioner would be looking to submit this document to SPCB by Monday 4 September. This will include a bid for an additional staff member. Costs for new equipment and training will also be factored into the bid.</p> <p>The biggest risk we have on the risk register is our lack of capacity. The Commissioner is to submit a request for an additional person for the team to mitigate this risk and allow the Commissioner to concentrate on a more strategic approach to our work. This will also increase our staffing by 25% and would be a two year secondment. The plan for the role is to be actively involved in both our operations and corporate functions.</p>	Team to provide any feedback on the MTFS to Commissioner by end of September	All
9	Audit(s)	<p>CSM confirmed we are finalising our external audit with Audit Scotland and the report will then be sent to the Advisory Audit Board for the meeting on 5 September. Once the independent auditors report is available it will be incorporated into our final version of our Annual Report and Accounts with the document being laid with the Parliament on 26 or 27 September.</p> <p>Internal audits will take place from December to February.</p>		
10	Business Continuity	CSM confirmed that invites have been issued to the team to attend business continuity exercises. The tabletop exercises will be shared on the day and we will run through the exercises in real time.		

11	Complaints <ul style="list-style-type: none"> • Code of Practice • Customer Service 	No complaints received.		
12	FOI and SAR	<p>The quarterly submission to the Scottish Information Commissioner confirming FOI and EIR requests has been submitted.</p> <p>Only one FOI received in the last quarter.</p>		
12	ICT / Cyber Resilience	Nothing to report.		
14	Wellbeing, Health & Safety, Employment Matters	<p>The Commissioner reminded the team that any wellbeing issues should be raised with the Commissioner.</p> <p>The Commissioner reminded the team they need to take time off and holidays.</p> <p>The team were also reminded to check that they received the appropriate August pay award.</p> <p>The Commissioner also confirmed that he would like to do the staff engagement survey again this year.</p>	CSM to look into budget and process for annual engagement staff survey	CSM
15	AOCB	<p>Scheme of Delegation - CSM confirmed that both managers have the same threshold that they can sign off. The Commissioner wants that amount to be increased so the large majority of payments can be progressed by the managers without his involvement.</p> <p>SPSO to be issued a reminder to include the Operations Manager when sending requests to be authorised.</p>	CSM to update Scheme of Delegation and liaise with SPSO re copying in Operations Manager when relevant re processing/authorising of payments	CSM