

## Scottish Biometrics Commissioner – Monthly Management Team Meeting

26 May 2022 @ Bridgeside House, Edinburgh

Attendees	Brian Plastow - Scottish Biometrics Commissioner (Chair) Cheryl Glen - Corporate Services Manager Diego Quiroz - Operations Manager Joanna Milne - Business Support Manager (Minutes)
Apologies	None

Item	Subject	Discussion	Actions	Lead
1	<b>Welcome</b>	The Chair welcomed attendees to the April Management Team Meeting and our first SBC meeting in our office		
2	<b>2. Review of Minutes, Actions and Matters Outstanding from Previous meeting</b>	Minutes from the previous Management Team Meeting were reviewed, accepted as accurate, and approved for publication	Minutes from previous meeting to be published on our website	BSO
3	<b>Strategic Update</b>	The Commissioner provided the following update: <ul style="list-style-type: none"> <li>A copy of the draft <b>Annual Report &amp; Accounts</b> will be made available to Audit Scotland on Wednesday 1 June along with a copy of our financial report. Audit Scotland will carry out SBC's first audit in June and the audit report will be available late Autumn. The meeting to sign off our final accounts will take place on 21 June</li> </ul>		

		<ul style="list-style-type: none"> <li>▪ <b>Strategic priorities and Strategic Plan</b> - The Commissioner confirmed our work towards achieving our Strategic Plan is on target; the National Assessment Framework has been published; our Advisory Group has been set up and the fourth meeting has been held; the draft Code of Practice has also been laid before Parliament; the draft complaints procedure and the Annual Report &amp; Accounts will published once agreed</li> <li>▪ <b>Advisory Group</b> - our fourth Advisory Group meeting was held on 22 May, it was agreed future meetings would continue four times per year</li> </ul>	Future meeting dates to be established	BSO
4	<b>Corporate Services Update</b>	<p>The Corporate Services Manager provided the following update:</p> <ul style="list-style-type: none"> <li>▪ The shared services agreement set up with SPSO has been amended and sign off is awaited from SPSO and SPCB</li> <li>▪ Amended HR Policies are awaiting sign off from SPSO prior to being published</li> <li>▪ Governance and Risk Handbook has been updated following our first Audit Advisory Board (AAB) meeting. Sign off is awaited from the AAB before publishing</li> <li>▪ Our Business Continuity plan will be reviewed to ensure it is cyber ready</li> <li>▪ We are progressing with becoming accredited with Investors in People with the hope that this will help achieve our annual staff survey</li> </ul>	<p>Business Continuity Plan to be reviewed</p> <p>Progression with Investors in People</p>	<p>CSM</p> <p>CSM</p>

5	<b>Operations Update</b>	<p>The Operations Manager provided the following update:</p> <ul style="list-style-type: none"> <li>▪ Business Plan - several items on the Business Plan were discussed including how to increase the number of stakeholders we engage with and to understand how they collect and store biometric data</li> <li>▪ Business Plan 2023/24 to be set up within Teams to allow budgets and Strategic Plan to be realised</li> <li>▪ Following feedback from Advisory Group the Public Attitudes report will be updated and published on our website</li> <li>▪ Wording and pictures for animation were discussed before final sign off given to animation company</li> </ul>	<p>Development of future Business Plans to be added to Teams</p> <p>Public Attitudes report to be published</p> <p>Animation feedback to company</p>	<p>CSM</p> <p>BSO</p> <p>OM</p>
6	<b>Corporate Communication</b>	<p>The Business Support Officer provided the following update:</p> <ul style="list-style-type: none"> <li>▪ Website / Facebook - our Facebook page is now up and running. Two posts have been posted which should help improve visibility. Procedures for updating the website is on Teams</li> <li>▪ eRDM documents - new folders have been created in eRDM</li> <li>▪ Analytics / reports - a new report has been set up in Google Analytics with the aim of providing number of external clicks on our website. This will give us more insight on what people are reading</li> </ul>		