

Scottish Biometrics Commissioner – Strategic Management Meeting

27 October 2022 on Microsoft Teams

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	Welcome	The Chair welcomed attendees to the Strategic Management 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	Minutes from previous meeting to be published on our website Action log to be issued prior to next MTM	BSO BSO
3	Strategic Update	The Commissioner provided the following update: 3.1 – Annual Report & Accounts <ul style="list-style-type: none"> ▪ Annual Report and Accounts has been signed off and is now available on our website. The Commissioner thanked everyone for their hard work with the Annual Report and Accounts. 3.2 – Strategic priorities and Strategic Plan <ul style="list-style-type: none"> ▪ Strategic priorities from our Strategic Plan are either complete or on track and progressing 		

		<p>3.3 – Children & YP / Vulnerable People thematics</p> <ul style="list-style-type: none"> ▪ The Terms of Reference for the children’s and young people has been produced. The Terms of Reference for vulnerable people is under way and will be available shortly <p>3.5 – Wellbeing, H&S, employment matters</p> <ul style="list-style-type: none"> ▪ In regards to health and wellbeing, the Commissioner reminded the team to ensure ‘good levels’ of leave and flexi-leave are taken by 31 March 2023 ▪ A staff survey will be issued in February. Decision still to be made whether this will be provided internally or by an external company ▪ Policy around hybrid working to be reviewed once everyone in the team has been in post for a year 		
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4	Corporate Services Update	<p>The Corporate Services Manager provided the following update:</p> <p>4.1 – Financial reports and accounts</p> <ul style="list-style-type: none"> ▪ 2023 /2024 budget bids was reviewed and resubmitted to take into account cost of living arrangements/ staffing costs ▪ Financial dashboard has been created and shared with the team showing the up to date budget position <p>4.2 – Audit reports</p> <ul style="list-style-type: none"> ▪ CSM and BSO to ensure all relevant documents stored within eRDM in relation to Annual Report and Accounts <p>4.3 – Strategic Risk Register</p>	<p>All 2023 meeting dates for AAB to be set</p> <p>CSM and BSO to store ARA-related documents within eRDM</p> <p>CSM to plan BC training exercise</p>	<p>BSO and CSM</p> <p>BSO and CSM</p> <p>CSM</p>
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5	Operations Update	<p>The Operations Manager provided the following update:</p> <p>5.1 – Scrutiny programme and external liaison</p> <ul style="list-style-type: none"> ▪ Working with SPA on developing a questionnaire and framework for the children and young people’s thematic workshops <p>5.2 – Biometrics and equalities, diversity and human rights</p> <ul style="list-style-type: none"> ▪ OM provided general and specific comments to ETIAG chair on their final recommendations. Recommendations cover a number of issues from enhanced focus and clarity of their recommendations to specific suggestions on biometric data, remedies and accountability. ▪ Meeting with the SPA to promote the National Assessment Framework and Code of Practice. The discussion also covered capacity building for the Code and they, together with the PIRC would welcome an animation or another easy to consume material, which they could use via their e-learning platforms <p>5.3 – Code of Practice launch and Complaints procedure</p> <ul style="list-style-type: none"> ▪ Data sharing agreement with SPA for the Complaints procedure to be agreed and signed shortly. Data sharing agreements with Police Scotland, the PIRC have been drafted and shared ▪ Complaints procedure DPIA has been reviewed and a few amendment’s suggested. In addition, the DSA policy and Privacy Notice have been drafted and agreed internally. All to be sent to DPO for sign off. Data sharing agreements have been sent to PS, SPA and PIRC. We are just await for them to be signed. ▪ Complaints procedure finalised and will be published on our website 16 November 	DPIA to be sent to DPO for sign	OM
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6	Corporate Communications	<ul style="list-style-type: none"> ▪ FOI and EIR submission for June to September has been submitted ▪ Discussion around 'hits' to website which could see an increase due to ARA being published – this should be monitored and highlighted within Business Plan 	BSO to monitor visits to the website and include figures within BP	BSO
7	AOCB	Reminder issued to the team to update the Business Plan		All