

## Scottish Biometrics Commissioner – Monthly Management Team Meeting

**18 December 2023 via Teams**

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

Item	Subject	Discussion	Actions	Lead
1	<b>Welcome</b>	The Chair welcomed attendees to the Management Team Meeting		
2	<b>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.  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	<p><b>Thematic Reports</b> Operations Manager is currently working on the Images review and has received all information from the SPA, Police Scotland and the PIRC. This report will be laid before Parliament in March 2024.</p> <p><b>Laws of Retention</b> The Commissioner is meeting with the Scottish Government on 19 December to discuss the next step. The Commissioner has already confirmed our lack of resources until our images review and compliance assessments are complete. The full report is due to be published in October 2024.</p> <p><b>Complaints</b> No complaints have been received.</p> <p><b>Compliance Assessments</b> The Police Scotland response is due to be reviewed this week. The meetings to discuss all findings will be held with the SPA, Police Scotland and the PIRC in January 2024. These reports will be published on our website by the end of January.</p> <p><b>Section 31 and 32 reports</b> After discussions with our Advisory Audit Board and Audit Scotland a decision will be made whether we produce two separate reports or amalgamate them into one report.</p> <p><b>Stakeholder Engagement</b></p> <ul style="list-style-type: none"> <li>▪ On 11 December the Commissioner attended a meeting with Martyn Evans from the SPA</li> <li>▪ On 11 December the Commissioner attended a meeting with John Edwards from the ICO to sign a Memorandum of Understanding</li> <li>▪ On 7 December the Commissioner attended the Police Scotland Biometrics Oversight Board</li> <li>▪ On 7 December the Commissioner delivered an SPA staff briefing re biometrics</li> </ul>	First draft of the images review to be with the Commissioner by w/c 5 February 2024	OM
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4	<b>Policies and Procedures</b>	<ul style="list-style-type: none"> <li>▪ CSM currently reviewing the Business Continuity Plan following our tabletop exercises. An appendix will be added to include important link to guidance documents.</li> <li>▪ Advisory Group (AG) Terms of Reference was discussed at our latest AG meeting and no changes identified.</li> <li>▪ Personal accident and travel insurance has been renewed.</li> <li>▪ In January, the CSM will conduct a review of the file plan and file guidance.</li> <li>▪ The amended leave policy will be available in Objective Connect shortly but it will also be circulated via email.</li> </ul>	Amended leave policy to be sent round team	CSM
5	<b>Audit(s)</b>	<p>Internal audit of business continuity processes to be conducted w/c 12 February 2024.</p> <p>The corporate performance internal audit has concluded with three recommendations including reporting on full year of website footfall, outcomes to be more impact based and separation between Strategic Plan and Business Plan KPIs.</p> <p>The next proposed AAB meeting will be March 2024.</p>	SMC Management actions to be added to TIAA Corporate Performance report	CSM with liaison with Commissioner
6	<b>Data Protection</b>	<p>Access to Scottish Parliament GDPR training has been provided.</p> <p>Data Protection Officer is going on paternity leave and Ann Marie Partridge will be deputising.</p> <p>CSM and BSO have been updating eRDM folder and ensuring documents are moved to new folders where required.</p>	Everyone to complete SP GDPR training	All
7	<b>Cyber Security</b>	<p>Mandatory ICT training has been completed by the team.</p> <p>The decision has been taken to no longer purchase a tablet.</p>		

8	<b>Training</b>	Employee engagement survey to be conducted in February. A year on from the original survey.		
9	<b>Annual Leave / Flexi Leave</b>	The Commissioner will review holidays in March 2024 to ensure team are using their holidays.	Leave Balance to be added to March team meeting agenda	BSO
10	<b>AOCB</b>	<ul style="list-style-type: none"> <li>▪ The project to move Telephony to Teams is back on track.</li> <li>▪ Tariffs for mobiles have changed and we will be moving to the new tariffs from the New Year.</li> <li>▪ Windows 11 will be rolled out in 2024.</li> <li>▪ The Scottish Government's budget will be announced on 19 December and the Commissioner is hoping SBC's budget will be announced in February.</li> <li>▪ Commissioner is supporting the review to be carried out by Public Finance Committee into future Commissioners and Ombudsman.</li> </ul>		