

Scottish Biometrics Commissioner – Monthly Management Team Meeting

30 June 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	Welcome	The Chair welcomed attendees to the June 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	Minutes from previous meeting to be published on our website	BSO
3	Strategic Update	The Commissioner provided the following update: <ul style="list-style-type: none"> Annual Report & Accounts - a meeting was held on 16th June to discuss the first draft Annual Report & Accounts. Recommendations from Audit Scotland will be taken into account and an updated version will be presented to the Audit Advisory Board on 16th August. 		

		<ul style="list-style-type: none">▪ Strategic priorities and Strategic Plan - seven months into our Strategic Plan the Commissioner confirmed our Strategic Plan is on target. Of the six outputs to be achieved, four have been met by their March 2022 deadline including the National Assessment Framework (published on our website); fourth meeting of our Advisory Group has taken place with the fifth arranged for August; The draft Code of Practice was laid before the Parliament in April and the website / public information hub has been running since February 2022. Of the remaining two strategic outputs (deadline of November 2022) - The draft complaints procedure and the Annual Report & Accounts will be published once agreed.▪ Annual Report & Accounts – the first draft was reviewed at a meeting on 16 June with Audit Scotland. The final version will be presented at a meeting with the Audit Advisory Board on 17 August.▪ Criminal & Justice Committee – the Commissioner presented the draft Code of Practice to the Criminal Justice Committee on 15 June. A response has since been received confirming the draft code can now be submitted to Scottish Ministers. The letter also contained ancillary question which The Commissioner has responded to separately. These documents can be found on the website.▪ The Commissioner highlighted the process of the draft Code of Practice going through on its first attempt is testament to all the hard work from those involved.		
--	--	---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	--	--

4	Corporate Services Update	<p>The Corporate Services Manager provided the following update:</p> <ul style="list-style-type: none"> ▪ Shared Service Agreement – the finer details of the shared services agreement are being finalised ▪ Shared HR policies remain with SPSO for sign off, currently liaising with TUs ▪ Business Resilience Plan and Information Governance Handbook have been redrafted and are available for the team to review and comment ▪ Cyber Training – we have been invited to take part in the SPSO cyber resilience training; advantageous for all SBC staff to attend ▪ CSM to discuss with Investors in People the possibility of engaging with the one-year accreditation scheme ▪ Business Plans for Years 2, 3 and 4 have all been added to Teams and are available for the team to update ▪ Going forward we are not going to be using Flexitime Planner to record our hours therefore the team will continue to complete the original SPSO spreadsheet ▪ CSM and BSO to produce corporate templates and guidance for the team to use when producing any future documents ▪ Objective Connect – discussed the use of this system with both the Audit Advisory Board and Advisory Group, thought this approach would allow easier sharing of documents ▪ Emergency contact details are to be maintained by BSO within teams – this approach will help achieve our Incident Response and Business Resilience Plan requirements ▪ Updated the team around key points from Bridgeside House Management meeting including current approach to Covid-19 when working within the office ▪ Discussion around Drive Management changes 	<p>Progression with Investors in People</p> <p>Templates and Brand Guidance to be produced</p> <p>Objective Connect to be discussed with both Audit Advisory Board and Advisory Group</p> <p>Contact details to be shared</p> <p>Share update from SPCB with team</p>	<p>CSM</p> <p>CSM and BSO</p> <p>CSM and OM</p> <p>BSO</p> <p>CSM</p>
---	----------------------------------	---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	-----------------------------------------------------------------------

5	Operations Update	<p>The Operations Manager provided the following update:</p> <ul style="list-style-type: none"> ▪ Business Plan, discussed: <ul style="list-style-type: none"> ○ setting up of quarterly meeting with SPA, PIRC, and PS ○ individual meeting has been held with Forensic Services and Police Scotland but a date is yet to be agreed with PIRC ▪ Police Scotland have produced a document on Data Ethics Framework. OM asked to provide feedback on the paper ▪ Feedback from the team on the animation for the website has been provided. Everyone agreed they really liked the animation 	Animation feedback to company	OM
6	Corporate Communication	<p>The Business Support Officer provided the following update:</p> <ul style="list-style-type: none"> ▪ Website – Google Analytics to provide data on website page views ▪ eRDM – BSO and CSM participated in training on how to use eRDM functionality. More training taking place at the end of July and the recommendation is for the rest of the team to take this opportunity to attend the training ▪ Newsletter – latest newsletter has been issued via email. The newsletter has been created in Mailchimp and the layout was agreed 		