

**Agenda**

**Scottish Biometrics Commissioner**

**Monthly Team Meeting 24February 2022 (14.00-15.30 MS Teams)**

|  |
| --- |
|  Attendees  |
| Brian Plastow (BP)  | Scottish Biometrics Commissioner (Chair) |
| Cheryl Glen (CG)  | Corporate Service Manager |
| Diego Quiroz (DQ) | Operations Manager |
| Joanna Milne (JM) | Support Officer (minutes) |

**Agenda Items**

**1.** **Welcome, Apologies &Introductions**

The Chair welcomed attendees to the second Monthly Management Team 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.

**3.** **Strategic Update ( Commissioner)**

**3.1** The 4 year Strategic plan 2021 – 2025 was published in November 2021. The objectives scheduled in the period from 01 December 2021 to the end of the fiscal year have all been achieved.

In year 2 of our Strategic Plan we will conduct a review of the rules of retention for biometric data in Scotland in partnership with Scottish Government officials. We will initiate discussions with partners in the summer of 2022 to start shaping this work.

**3.2** External audit and our Audit Advisory Board

Meeting have been arranged with Audit Scotland our external auditors and our Audit Advisory Board to understand their requirements and the timescales for next year’s audit.

**3.3** The March Newsletter has been written and will be issued next week. It will be issued via email with a request that those who want the newsletter and/or Annual Report going forward will subscribe via a link in the email. This will allow people to unsubscribe or change their preferences in the future.

Action –March’s newsletter to be distributed.

**4.** **Corporate Services Update (Corporate Services Manager)**

**4.1** The Information Governance and Risk Management Handbook will be shared with our Audit Advisory Group prior to the meeting on 16 March along with our Business Continuity Plan.

A high level risk register was produced by the Commissioner but prior to the Audit Advisory Board meeting the team will meet to agree any changes.

**4.2** From the beginning of the next financial year CG will manage the budget. We are currently under budget due to delays in recruitment of the wider team.

**5.** **Operational Update (Operations Manager)**

**5.1** The Commissioner has sought the approval of Ministers to lay a first draft of the Code of Practice before Parliament. He hopes to have a response from the Cabinet Secretary soon.

**5.2** Biometrics public perceptions survey concluded with 1144 responses. The data will be analysed and a report produced to show the understanding of Biometrics in the wider community.

**5.3** The Stakeholder mapping and engagement strategy has been circulated and updated.

**5.4** The next Advisory Group Meeting will take place on Friday 25th February and the minutes will be published in due course once they have been signed off.

**5.5** DQ has submitted a paper to the UN Human Rights Council outlining who we are and what we do.

**6.** **Corporate Communication (Business Support Officer)**

**6.1** The website has been up and running for nearly a month. Discussions have taken place with our website provider to improve the visibility of our site via searches. Our provider has confirmed that it will take time before the search engines show us in searches.

**6.2** Mail Chimp will be used to store our mailing lists for Newsletters and our Annual Report. A form has been embedded in our website to allow subscription to both. This has also been added to email signature footers to increase circulation.

**6.3** Our Publication Guide is now available on our website and the Scottish Information Commissioner have been approached for their comments on the guide.

**6.4** National Record of Scotland will contact us in March with a view to producing a Records Management Plan later in the year.