

Scottish Biometrics Commissioner – Monthly Management Team Meeting

31 March 2022 on 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 third Monthly 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: 1. Code of Practice – it was agreed by the Cabinet Secretary for Justice and Veterans on 7 th March that our Code of Practice could be laid with Parliament. The Code of Practice is currently with printers with a plan to formally lay it before parliament on the 19 th April 2. Audit Scotland have indicated they would like to carry out our first external audit in June. It is hoped that a first draft of our annual report will	Code of Practice laid before Parliament	Commissioner

		<p>be ready around the end of April or early May. This is to be included in the audit. This report will include data from SPA and The Home Office for the year up to and including the 31 March 2022</p> <p>The Home Office will provide DNA and Fingerprint data for both criminal justice and crime scene samples. The SPA already publish Scottish DNA database statistics on their website. Police Scotland will be providing data on images.</p>		
4	Corporate Services Update	<p>The Corporate Services manager provided the following update:</p> <p>1. Following the Audit Advisory Board (AAB) meeting all documents were updated accordingly</p> <ul style="list-style-type: none"> ▪ The Business Continuity Plan will be updated once discussions have taken place with SPSO and IT (Shared services) ▪ Risk register to be revisited and any recommendations from AAB to be discussed ▪ Shared services agreement is to be reassessed ▪ The Records Management Plan is well ahead of where we are meant to be <p>2. Finances will be dealt with by Corporate Services Manager from 1 April 2022</p> <ul style="list-style-type: none"> ▪ The budget and risks will now be discussed every quarter at a Strategic Team Meeting ▪ The next meeting will be at the end of June 	CSM to share amended documents with Team	CSM

5	Operations Update	<p>The Operations Manager provided the following update:</p> <ol style="list-style-type: none"> 1. Following a procurement exercise the winning company has been approached to provide animated videos for our website. The videos are to be used to help explain our function. Meeting arranged for mid-April to discuss next steps 2. Our complaints procedure has been issued to The Advisory Group for their comment. The complaints procedure outlines our response to complaints around the Code of Practice. Their comments will be reviewed after the deadline of 8 April 2022. The Children and Young People's Commissioner has also been approached to ensure it is accessible for Children and Young People 3. The next Advisory Group Meeting will be on 23rd May and a placeholder has been issued 4. Changes have been made to our public attitudes survey report which have been sent to Scotcen for feedback re accuracy 		
6	Corporate Communication	<p>The Business Support Officer provided the following update:</p> <ol style="list-style-type: none"> 1. The website is to be updated with organisational hyper-links for each member of our Advisory group 2. Team reminded to promote the sign up for the newsletter 3. Agreed to establish a social media account - Facebook 	<p>Website to be updated</p> <p>Facebook account for Scottish Biometrics Commissioner to be developed</p>	<p>BSO</p> <p>BSO</p>