

Scottish Biometrics Commissioner – Monthly Management Team Meeting

23 March 2023 via Teams

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

Item	Subject	Discussion	Actions	Lead
1	Welcome	The Chair welcomed attendees to the 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.	Minutes from previous meeting to be published on our website	BSO
3	Strategic Update	<p>The Commissioner provided the following update:</p> <ul style="list-style-type: none"> ▪ Both the Children’s and the Vulnerable Persons joint reviews are due to be laid before Parliament next week 29 March and will published on our website shortly after. ▪ Work on the Section 31 and Section 32 reports will commence shortly and further discussions about content will be held at our strategic planning day in May. 	Joint reviews to be published on website	BSO and/or CSM

		<ul style="list-style-type: none"> ▪ An initial meeting was held last week to discuss the workshop on the Laws of Retention and will be discussed again at monthly catch up with SPA ▪ Terms of Reference for the images review should be completed by June 2023 with the report to be produced by February 2024. ▪ The Commissioner is currently producing a compliance assessment framework which includes a self-assessment checklist. Once the assessment is ready will be issued to the Advisory Group for comment. The assessment will be issued to PIRC, SPA, and Police Scotland later in the year. Intention is for assessments to be issued July 2023 onwards to give organisations 3 months to complete the assessment . ▪ The Team were reminded where appropriate to copy in the team to emails to ensure full understanding. ▪ Meeting held with Theresa Medhurst of Scottish Prison Service which led to an invitation to Criminal Justice Board on Friday 24 March to highlight the Code of Practice and biometrics across the justice ecosystem. ▪ Dates for our visit to Brussels in the process of being arranged. ▪ The Commissioner has been invited to speak at the Biometrics Institute conference in October. ▪ Director of Justice meeting to take place shortly. The meeting will include criminal justice inspectorates including HMICS. ▪ The funding for comms and engagement support was successful and further discussions about how we want to shape this will take place at our strategic planning away day. 	<p style="text-align: center;">Operations Manager</p>	
--	--	--	---	--

4	Corporate Services Update	<p>The Corporate Services Manager provided the following update:</p> <ul style="list-style-type: none"> ▪ The Records Management Plan (RMP) was submitted on 28 February 2023. National Records for Scotland will provide feedback and potentially an action plan in May. Progress update review will take place annually. ▪ Liability insurance has been renewed. ▪ Cyber security accreditation meeting to take place next week. ▪ Budget for 2023/24 has been confirmed. ▪ External audit has already started for 2022/23 . ▪ Internal audit of the Shared Service Agreement is now taking place. ▪ Hybrid working principles, financial policy and attending events policy are currently being developed and will be shared with the team soon. ▪ Security access in the office and across Bridgeside House is being upgraded and once complete new fobs will be issued. ▪ Scots will move to the new Cloud services from 20 April. The team were reminded to follow the email guidance for resetting their phones. ▪ Discussions have taken place about replacing land lines with Teams calling. ▪ Now the revised Strategic Plan has been agreed a meeting will be set up to discuss the Strategic Risk Register. 	Meeting to be arranged to discuss the Strategic Risk Register	CSM
---	----------------------------------	--	---	-----

5	Operations Update	<p>The Operations manager provided the following update:</p> <ul style="list-style-type: none"> ▪ Discussions are still taking place with the Scottish Government round the Laws of Retention review. ▪ Second meeting held with biometrics contact points to discuss the meaning of biometrics and also discussed Police Scotland’s retention periods. ▪ Our response to the Children, Care and Justice Bill consultation has been submitted and is available on our website. (add link) ▪ OM today attending the a roundtable run by Centre for Research Into Surveillance and Privacy (CRISP) at the end of March. The meeting will be held at the University of Edinburgh and will be used to promote our Code of Practice. 		
6	Corporate Communications	Action log reviewed and updated	2023/24 action log to be created and any outstanding actions to be moved over	BSO
7	AOCB	<p>Staff Survey – the employee engagement survey report from our external HR consultant has been circulated and is very positive. The actions from the report will be discussed at our away day in May.</p> <p>Shared Mailbox – a discussion took place on the way forward to ensure that the whole team are able to answer calls and emails that come into the shared mailbox or through the office land line. The main discussion points were whether to have a rota for answering queries / Freedom of Information requests or to include the team when response are received on an ad hoc basis.</p> <p>Post Meeting Note – CSM and Commissioner agreed to continue as is and not produce options paper for further discussion</p>	<p>Paper to be issued to The Commissioner on all the options</p> <p>FOI process to be created and shared with the team.</p>	<p>CSM</p> <p>BSO</p>

		New agenda items agreed and this will be issued going forward.	New agenda to be issued from April meeting and updated in Information Governance Handbook.	BSO and CSM
--	--	--	--	-------------