

Scottish Biometrics Commissioner – Monthly Management Team Meeting

25 August 2022 @ Teams meeting

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 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	<p>The Commissioner provided the following update:</p> <p><u>Promised 6 x objectives within the Strategic Plan, all of which will be achieved:</u></p> <ul style="list-style-type: none"> ▪ National Assessment Framework is in place ▪ Public Information Hub (website) is up and running ▪ Code of Practice has been laid ▪ Advisory Group established and meets four times a year ▪ Our first Annual Report & Accounts to be laid by 31 October 2022 ▪ Public Awareness (animation) achieved 		

		<p>15 x KPI's will be met this year with the expectation of the following which will be realised in year two: PI 3 – conduct one large-scale thematic a year PI 13 – conduct one staff survey annually and publish action plan</p> <p>The Strategic Plan for year two which comes into effect on 1 December 2022 includes the following activities:</p> <ul style="list-style-type: none"> ▪ Laws of retention will be reviewed ▪ Complaints mechanism to be maintained ▪ Ongoing review of Code of Practice <p><u>Current work priorities:</u></p> <p>1 - The Code of Practice is to be published and ready to be laid with the Scottish Statutory Instrument on the 7 September 2022.</p> <p>2 - The Annual Report and Accounts were approved by the AAB and will be published subject to the checking of the biometrics information by Police Scotland, the SPA and PIRC. They will be published by end of September / beginning of October.</p> <p>3 - Going forward the CSM will work with the SPSO to allow enhanced budget management information to be shared including capturing projected and actual expenditure.</p> <p>4 – Procurement of Internal Audit services</p> <p><u>Flexible working</u></p> <p>Commissioner is supportive of flexible working and the offer is open to anyone who wants to change their working patterns. The policy will be formalised and discussed with SPSO HR.</p>		
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4	Corporate Services Update	<p>The Corporate Services Manager provided the following update:</p> <ul style="list-style-type: none"> ▪ Information Governance handbook is still outstanding and to be reviewed by our Data Protection Officer ▪ Scheme of Governance & Risk Management Handbook and the Risk Policy and Register have both been published on our website ▪ CSM is attending business continuity training at the end of September and the business continuity plan will be revisited after the training ▪ The records management plan is still under development ▪ Procurement of internal audit is under way and should be out to tender at the beginning of September ▪ Policy for attending external conferences still outstanding <p><u>Budget</u></p> <p>Discussions to take place with SPSO finance to discuss our budget and financial paperwork. Currently we're operating under budget.</p>		
5	Operations Update	<p>The Operations Manager provided the following update:</p> <p>Business Plan, discussed:</p> <ul style="list-style-type: none"> ▪ ToR for children's review has been issued and CYCJ contract has been drafted and signed ▪ The animation is now available and has been published on YouTube and our website ▪ Complaints procedure will be ready by end of September and has been issued to the Advisory Group for comment ▪ Completed first draft of Complaints Procedure DPIA and Data Sharing Policy for review by our DPO ▪ Minor changes made to Code of Practice and it should be back from the printers by 2 September 		

		<p><u>Parliamentary Event</u></p> <p>Launch event for the Code of Practice considered. If an event at Parliament an MSP is required to sponsor the event; also discussed whether working in partnership e.g. joint event with another external body would help raise awareness.</p> <p><u>Future of Biometric Landscape</u></p> <p>Need to consider the ever changing legislative landscape - an item for discussion with the Advisory Group including the Data Protection and Digital Information Bill. Opportunities as well as challenges to be thought through.</p>		
6	Corporate Communications	<p>The Business Support Officer provided the following update:</p> <ul style="list-style-type: none"> ▪ Website changes have been sent to website provider and quote provided for costings ▪ Newsletter to be publish with a link to the animation 		