

Scottish Biometrics Commissioner – Monthly Management Team Meeting

22 December 2022 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"> ▪ A new action log has been produced showing all actions from previous Management and Strategic Team Meetings. This log will run for a fiscal year and any outstanding actions will be added to next years log. ▪ All year one activities from our Strategic Plan have been achieved. Now we are in year two the Strategic Plan will be updated in the New Year. ▪ Changes to the Strategic Plan sees the inclusion of compliance assessments, a workshop to discuss the Laws of Retention (what the 		

		<p>attendees feel needs to be reviewed) and the number of newsletters produced will be changed from four to two.</p> <ul style="list-style-type: none"> ▪ Before the close of the financial year there are a number of outstanding items to be completed. They are: <ol style="list-style-type: none"> 1. Children and young people assurance review and the assurance review on vulnerable adults are to be completed and laid before Parliament 2. Strategic Plan to be updated 3. External company to be appointed to provide staff engagement survey 4. Appraisal policy and procedure to be adopted by the end of the financial year. Staff appraisals also to be completed ▪ The Commissioner is keen the team all have an opportunity for continued personal development. A senior leader and development programme has been suggested also a half day cross cultural training for the team which is particularly good for a new team. ▪ The Commissioner reminded everyone it is important to communicate as a team and for everyone to be copied in where the work overlaps or impacts others to ensure we all have visibility. 	<p>HR Consultant used by SPSO to be contacted about conducting a Staff survey</p> <p>Contact Jamie Spurway about holding a half day communication session</p>	<p>CSM</p> <p>CSM</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"> ▪ The Internal Audit service is being progressed although there remains outstanding paperwork. Once this has been received we should be able to progress with a light touch audit during Q4. ▪ A draft Records Management Plan has been provided to National Records for Scotland (NRS) and now awaiting feedback. The final version to be submitted hopefully by February but NRS are happy to extend this deadline. ▪ Our website is now being archived by NRS and it will be added to the NRS list of archived websites. ▪ The eRDM file plan will be updated will hopefully be submitted intime for the February deadline. ▪ CSM now has access to the HP portal to allow us to purchase an additional laptop. ▪ Tablet will be ordered once access to the Vodafone portal has been granted. ▪ CSM will submit a response to the FOI legislation consultation and the members bill consultation. ▪ Corporate templates have been issued to everyone and they should be used when producing documentation. ▪ CSM suggested using Microsoft Forms for our surveys in the future instead of a subscription service. Any forms which will be used externally will be subject to a DPIA. This could be used for public engagement surveys. ▪ Audit fees form Audit Scotland have been made available on their website. No fees as yet for SBC. 	Once the file plan is updated all documents to be sent to BSO for saving in correct eRDM folder.	All
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5	Operations Update	<p>The Commissioner provided the following update on behalf of the Operations Manager:</p> <p><u>Children and Young People Assurance Review</u></p> <ul style="list-style-type: none"> ▪ Focus groups at four out of the five custody centres have taken place. The last one is due to take place on 5 January 2023. ▪ The CYCJ have arranged focus groups with children and young people for the middle to end of January. Their report will be available mid to end of February. 		

		<ul style="list-style-type: none"> A date to meet SPA is still to be agreed this is due to changes in the organisation. <p>ETIAG have written their report and submitted it to the Cabinet Secretary for Justice and Veterans Minister. It contains a large number of recommendations but it has not been issued to us for factual accuracy checking.</p> <p>Children (Care and Justice) (Scotland) Bill was introduced at Parliament last week and a response to the consultation will be sent once it opens.</p>		
6	Corporate Communications	An update and demonstration was provided to the team on the proposed new layout for the website.	Changes to be recreated in the live website	BSO and CSM
7	AOCB	<p>Action log reviewed and updated.</p> <p>CSM proposed dedicated learning time for each staff member who wished to undertake additional training. It was agreed the team can block out time for additional training.</p> <p>The Commissioner is to meet with Cabinet Secretary on 26 January 2023.</p>	Action log updated	BSO

Actions:

Appraisal policy

External company re staff engagement survey

Retention workshop planning

Half day team event

2023/2024 business plan

