



Scottish Biometrics Commissioner Monthly Management Team Meeting

Minutes of Meeting of 27 January 2022 (via MS Teams)

Attendees	
Brian Plastow	Scottish Biometrics Commissioner
Cheryl Glen	Corporate Service Manager
Diego Quiroz	Operations Manager
Joanna Milne	Support Officer (minutes)

Agenda Items

1. Welcome, Apologies & Introductions

The Chair welcomed the attendees to the first Monthly Management Team Meeting.

2. Review of Minutes, Actions and Matters Outstanding from Previous meeting

No minutes to be reviewed as this is the first team meeting

3. Strategic Update (Commissioner)

3.1 Consultation on the Commissioner's first draft Strategic Plan covering the period 2021 to 2025 was concluded over the summer months and, following approval by the Parliament Corporation, the final plan was formally laid before the Scottish Parliament on 24 November 2021. The Strategic Plan will be published on the SBC website as soon as it goes live.

3.2 Consultation on the Commissioner's National Assessment Framework for biometric data outcomes was also concluded over the summer months. The Framework is based on the Public Sector Improvement Framework (PSIF) in Scotland and was developed in partnership with the Improvement Service. It contains a checklist of 42 quality indicators relative to the management of biometric data and technologies and also serves as a self-assessment tool by the bodies to whom the SBC functions extend. The Framework will be published on the SBC website as soon as it goes live.

3.3 Phase 2 of consultation on the draft Code of Practice took place between October and December 2021. All statutory consultees responded positively to the draft as did many other bodies consulted. There were no responses which did not support the advocated approach. The next stage is for the Commissioner to seek the permission of Ministers to lay a draft before the Parliament. It is envisaged that an updated draft will be laid before Parliament in March and the

legislation then calls on the Parliament to review the draft within a 60 day period, excluding any periods of recess.

- 3.4** The memorandum of understanding was given to the ICO in July. It was agreed in principle but due to a change in commissioner they wanted to wait until they were in place before formally agreeing. This has still not been agreed as the UK Government is proposing that the BSC potentially be moved to be part of the ICO.
- 3.5** Scottish and UK Governments are seeking to agree the terms of a draft order to extend the functions of the Scottish Biometrics Commissioner to include UK-Wide policing bodies operating in Scotland, notably British Transport Police, the National Crime Agency and Ministry of Defence Police’..
- 3.6** Data from the ScotCen survey into public attitudes and awareness of biometric data use in policing should be available in the next few days’.
- 3.7** Website should be up and running and FOI documentation to be published on our Website by 7th February.
- 3.8** Next professional advisory board will be on 25 February. These meetings are quarterly. The separate Audit Advisory Board meeting will be twice yearly.
- 3.9** A phased transition from home working to hybrid working will take place in line with health advice associated with the ongoing pandemic’

4.0 Corporate Services Update (Corporate Service Manager)

- 4.1** CG confirmed that she had separated policies into corporate and HR/internal It was agreed to set up meetings to go through individual polices as a group.
- 4.2** Privacy Notice is nearly developed and will be circulated prior to adding to our Website.
- 4.3** After meeting with NRS the Records Management Plan does not require to be published until October 2022 at the earliest so this will not be ready for the Website going live.
- 4.4** The SBC Scheme of Governance and Control is currently under development and will be finalised over the coming weeks. The Commissioner has overall strategic responsibility and is designated as ‘Accountable Officer’ by the Parliament corporation. The Operations Manager has day-to-day responsibility for operational matters including external assurance activity. The Corporate Services Manager has day-to-day responsibility for all corporate matters. Both posts have equal status and either may deputise for the Commissioner during periods of leave etc.
- 4.5** Software – Teams - CG confirmed that a SBC Team had been set up in Teams. There is a 3 year expiry date for files stored within the Teams channel.

SharePoint – this is not available as yet but it was agreed that this would allow us to collaborate on documents more easily.

Planner and Power-Bi also discussed.

All of the above maybe available but a Business Case would need to be completed.

- 4.6 Training – BP confirmed we do not have budget but that several areas offer training which we could request for example SPSO could provide complaints training. We could also reciprocate. We can also request guest speakers to meetings to increase our knowledge on subject.
- 4.7 Branding – email signature agreed and publishing company approached to print reports.
- 4.8 Budget – It was discussed that additional budget may be required for technology or extra training. The next budget will be submitted in Sept 2022 for the following financial year.

5. Operational Update (Operations Manager)

Operations Manager had only been in role a few days so update given by commissioner – see Strategic Update

6. Corporate Communication (Business Support Officer)

- 6.1 Pictures and Bio's required for the website but only if comfortable having this information on the site. Potentially looking at getting more professional photos going forward. It was agreed that all bios to be a similar length and sent to JM for up loading to the website.
- 6.2 Asset list to be created and updated with all equipment which has been provided.
- 6.3 Agreement given by BP for the ordering of 3 standing workstations.
- 6.4 FOI/EIR/SARs Registration required with ICO and details registered with SIC (Scottish Information Commissioner) to allow us access to the stats portal. JM to approach Robin our Data Protection Officer to confirm this approach.
- 6.5 Mail chimp to be considered for holding the Annual Report mailing list. Mail chimp would also send out the AR securely. CG to investigate.