

## Scottish Biometrics Commissioner – Strategic Management Team Meeting

26 October 2023 via Teams

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

Item	Subject	Discussion	Actions	Lead
	<b>Welcome</b>	The Chair welcomed attendees to the Management Team Meeting.		
1	<b>Review of Minutes, Actions and Matters Outstanding from Previous meeting</b>	Minutes from the previous Management Team Meeting were reviewed, accepted as accurate, and approved for publication.  The action log was reviewed and updated.  No matters outstanding.	Minutes from previous meeting to be published on our website.	BSO
2	<b>Ratification of governance decisions taken between meetings</b>	None to discuss.		

3	<b>Strategic Plan</b>	<p>Year three of our Strategic Plan comes into effect on 1 December 2023. During year three we will complete our assurance review on images and report on our findings from Police Scotland, the SPA and the PIRC's self-assessments re compliance with the CoP.</p> <p>We will also report on the progress of the recommendations from our assurance reviews carried out earlier this year and the progress on the Laws of Retention.</p>	Monitor and update Action Log re recommendations	OM
4	<b>Strategic Risk Register</b>	The Strategic Risk Register was reviewed and it was agreed that our biggest risk is the size of the team. The budget bid for 2023/24 includes funds for an additional temporary team member. If this is not agreed some of our risks will have to be reviewed.		
5	<b>Business Plan</b>	<p>There are currently 15 x KPI's but only seven need to be discussed quarterly.</p> <p><b>KPI 1-</b> The Commissioner and the Operations Manager have been meeting with SPA, the PS and the PIRC on a regular basis.</p> <p><b>KPI 2 –</b> Our next Advisory Group meeting will be held at the end of November.</p> <p><b>KPI 3 –</b> The Terms of Reference for the thematic review on images is available on our website.</p> <p><b>KPI 4 –</b> The next newsletter will be issued in December.</p> <p><b>KPI 5 –</b> The website footfall is increasing every month.</p> <p><b>KPI 6 –</b> The compliance assessments completed by the PIRC, the SPA and Police Scotland are due to be returned shortly. The review of images will start shortly.</p> <p><b>KPI 7 –</b> The Section 31 and 32 reports have been published and are available on our website.</p>	Annual website stats to be produced	BSO
6	<b>Stakeholder Engagement</b>	<p>The Commissioner attended the Biometrics Institute Congress and spoke about 'Impossible Crimes; Unless you know about biometrics'</p> <p>The Operations Manager attended the FINDS meeting recently held in London.</p>		

		<p>The Operations Manager also attended the biometrics point of contact meeting with Police Scotland and the SPA.</p> <p>Proposed conference to be held in 2024 – discussions are ongoing with the SPA to determine, date, location and speakers.</p>		
7	<b>Data Protection incl. Records Management</b>	<p>The Keeper from NRS confirmed that our Records Management Plan is green with one exception which is amber. The amber item is due to complaints deletion policy which is currently being written.</p> <p>TIAA conducted an Assurance Review on Records Management – we received an overall grading of ‘substantial assurance’ They had a couple of comments which have been reviewed.</p> <p>BSO to attend the Data Protection Officers meeting for officeholders.</p>		
8	<b>Budget &amp; Finance</b>	<p>CSM provided an update on our budget position. Budget is on track for the rest of the year.</p> <p>The Commissioner has revised the budget submission to SPCB following a request to reduce budget requirements.</p>		
9	<b>Audit(s)</b>	<p>CSM confirmed a clear audit has been provided by our internal auditors for our Records Management.</p> <p>The report from our Internal Auditors had two recommendations one which has already been actioned and the other cannot be completed until the Records Management Plan has been in place for one year. This will be reviewed next October.</p>		
10	<b>Business Continuity</b>	<p>CSM has run two business continuity exercises and the team have one more to complete prior to our audit in February.</p> <p>Amendments to the Business Continuity Plan will be made on the back of the sessions.</p>	CSM to update the Business Continuity Plan	CSM

11	<b>Complaints</b> <ul style="list-style-type: none"> <li>• Code of Practice</li> <li>• Customer Service</li> </ul>	No complaints received	Procedure to be developed for complaints against the Code of Practice.	OM
12	<b>FOI and SAR</b>	<p>The quarterly submission to the Scottish Information Commissioner confirming FOI and EIR requests has been submitted.</p> <p>Only one FOI received in the last quarter.</p>		
12	<b>ICT / Cyber Resilience</b>	<p>New laptop to be ordered. CSM to also look into ordering non-networked tablet.</p> <p>CSM reminded team to complete the ICT training and update the tracker before Christmas.</p>	<p>Team to complete and update mandatory training record</p> <p>Non-networked table to be ordered through Vodafone contract</p>	<p>All</p> <p>CSM</p>
14	<b>Wellbeing, Health &amp; Safety, Employment Matters</b>	<p>The Commissioner reminded everyone that if they need any extra equipment to help with working from home they just need to ask.</p> <p>The Commissioner also confirmed that we will be holding the staff engagement survey next year.</p> <p>The Commissioner reminded staff to take holidays and toils. Any balances carried forward (which should try to be limited to no more than 5) should be used by the end of the year.</p> <p>Discussions took place about Christmas lunch. Dates and venue to be decided.</p>	<p>CSM to liaise with HR</p> <p>Staple re running second staff engagement survey</p>	CSM
15	<b>AOCB</b>	Scotland House London Membership - discussion took place to determine whether or not this would benefit SBC.	Commissioner to make a final decision based on team's thoughts and reply	Commissioner