

## Scottish Biometrics Commissioner – Monthly Management Team Meeting

27 April 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.	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>	The revised Strategic Plan was laid with Parliament on 28 February but the period of our Strategic Plan and finances are still out of alignment. There is		

		<p>currently no space in the legislative programme to review and change this misalignment.</p> <p>Currently in year 3 of finances but still in year 2 towards year 3 of our Strategic Plan. We have completed everything we said we would so far and foresee no issues achieving the activities outlined in our Strategic Plan. This includes the Section 31 and 32 reports; commencing the laws of retention workshop; completing the compliance assessments with SPA, PS and PIRC and the assurance review on images.</p>		
4	<b>Strategic Risk Register</b>	<p>No update given as the Strategic Risk Register will be discussed as part of the Strategic Planning Day.</p> <p>Additional risk around our small size, capacity, and capability to be discussed and added to the Strategic Risk Register.</p>	Strategic Risk Register to be reviewed at away day next week then updated as appropriate	CSM
5	<b>Business Plan</b>	<p>There are currently 15 KPI's but only seven need to be discussed quarterly.</p> <p><b>KPI 1-</b> The Commissioner and the Operations Manager meet with SPA, PS and PIRC regularly. It was discussed how best to evidence these meeting where no agenda or minutes are provided. It was agreed the newsletter will show who they have been meeting with in the last 6 months.</p> <p><b>KPI 2 –</b> Our Advisory Group meet at least three times a year and all minutes are on our website. The next meeting is to be arranged for week commencing 17 July.</p> <p><b>KPI 3 –</b> The timescale for this year's thematic review has already been timetabled to ensure we meet March 2024 deadline.</p> <p><b>KPI 4 –</b> Newsletters to be published mid and end of year.</p> <p><b>KPI 5 –</b> Our baseline starting measurement means we start measuring this KPI as of January 2024.</p>	Once budget confirmed, drop budget amount into draft business plan (in-house version only)	CSM

		<p><b>KPI 6</b> – Compliance assessments will be issued to PS, SPA and PIRC later in the year.</p> <p><b>KPI 7</b> – The Section 31 and 32 reports are underway and will be discussed at our Strategic Planning Day.</p>		
6	<b>Stakeholder Engagement</b>	<p>The Operations Manager attended three events recently including CRISP at Edinburgh University which covered the future use of technology in policing.</p> <p>The second was the Scottish AI Strategy conference in Glasgow and thirdly the Digital Identity Scotland meeting to discuss a proposed platform allowing people access to public services via a platform.</p> <p>The audit plan issued by TIAA was previously going to look at our stakeholder engagement as part of this year's work (2023/24) however as we have only just received confirmation that we have addition funds for comms and engagement it was agreed to look at this as part of next year's audit (2024/25).</p> <p>As part of improving our stakeholder engagement a discussion around how to spend the additional funds is required. Operations Manager to arrange meeting with the rest of the team to discussion possibilities and present an options paper to the Commissioner.</p> <p><b>Post meeting note:</b> stakeholder engagement / comms and engagement discussion is already on the agenda for our Strategic Planning Day.</p>		
7	<b>Budget and Finances</b>	<p>Corporate Services Manager is in the process of finalising the year-end budget for 2022/23.</p>	<p>CSM to liaise with SPCB and SPSO HR whether our 2023/24 budget will be re-valourised (increased) re 2023 pay awards and if an updated budget letter will be distributed</p>	CSM

8	<b>Audit(s)</b>	<p>Internal Audit reports from TIAA were discussed at the additional Advisory Audit Board meeting yesterday and the main point was about the SBC having visibility of our own bank account.</p> <p>The audit also highlighted a risk for the Strategic Risk Register around capacity from a business continuity point of view. This will be discussed further at the Strategic Planning Day on 3 May.</p> <p>The audit plan for 2023/24 was also discussed at yesterday's meeting along with timings.</p> <p>Audit Scotland's external audit plan was also discussed and timings agreed.</p> <p>Timescales may be tight but we have agreed to receive our year-end accounts from the SPSO accountant at the end of June allowing us to meet Audit Scotland for the clearance meeting at the end of July.</p>	CSM to discuss with Audit Scotland about timing of clearance meeting	CSM
9	<b>Business Continuity</b>	<p>CSM to facilitate a business continuity test for the team. A scenario will be completed face to face and then another to be conducted online/remotely to see how the team deal.</p> <p>Discussion around having a one page guide highlighting roles should we need to invoke the Business Continuity Plan. This is saved within our records management system.</p>	Everyone to be familiar with the business continuity plan and where to find it	All
10	<b>Complaints</b> <ul style="list-style-type: none"> <li>▪ <b>Code of Practice</b></li> <li>▪ <b>Customer Service</b></li> </ul>	<p>There have not been any complaints on the Code of Practice or about our service.</p> <p>Operations Manager discussed whether we need to arrange a run through of the complaints process.</p> <p>Also discussed was whether we produce an easy read version of the Code of Practice and do we have budget to get this professionally published. To be discussed further at the Strategic Planning Day. The easy read version should stop complaints which are not for us. Under our comms and</p>	<p>Mock run through of complaints process to be organised</p> <p>Costings for easy read version to be investigated</p>	<p>OM</p> <p>OM</p>

		<p>engagement strategy we should produce an easy read version for children and vulnerable adults.</p> <p>Police Scotland have until 30 June to respond to our recommendations in the thematic reviews and to respond to the Section 16 notice.</p>		
11	<b>FOI and SAR</b>	The quarterly submission to the Scottish Information Commissioner confirming FOI and EIR requests has been submitted.		
12	<b>ICT / Cyber Resilience</b>	<p>All the email accounts have now been migrated to the Cloud. This will improve email capacity.</p> <p>Scottish Government Cyber Security Team need to be made aware of all IT equipment that is being taken abroad.</p> <p>CSM now confirmed that we are Cyber Essentials accredited. Currently we are unable to add the logo to the website - we need to increase functionality of the website to allow this to be displayed.</p>	<p>Team to let CSM know if the migration has not worked</p> <p>Request to be sent for all IT equipment to be taken aboard</p>	<p>All</p> <p>BSO</p>
13	<b>Data Protection Inc. Records Management</b>	<p>Records Management Plan feedback awaited from NRS. This should be provided in May.</p> <p>Date for next Data Protection meeting with the Parliament's Data Protection officer still outstanding.</p> <p>The rolling review of policies will take place this year once all the initial policies have been embedded.</p>		
14	<b>Wellbeing, Health &amp; Safety, Employment Matters</b>	<p>The Commissioner reminded the team that any wellbeing issues should be raised with the Commissioner.</p> <p>The Commissioner also mentioned work life balance and reminded the team they need to take time off and holidays.</p> <p>The team were also reminded to check that they received the appropriate 2023/24 pay award.</p>		

		<p>Following the staff survey Jaclyn from HR Staple will facilitate an Insights session at our Strategic Planning Day next Wednesday..</p> <p>Additional police vetting underway for CSM and OM to allow them to take part in leadership course run by the College of Policing. This will also ensure no issues should they need to visit Police Scotland premises.</p> <p>The Commissioner confirmed that if the team are on holiday he does not expect them to be working however due to the remote working policy we currently operate he confirmed the team can work from other locations. The CSM reminded the team of the need to follow the SG's guidance on working internationally.</p>		
15	<b>AOCB</b>	<p>The Commissioner circulated the proposed Code of Practice Self-Assessment questionnaire for further discussion. It was agreed that although it is a large document for PS, SPA and PIRC to initially complete all the questions seemed necessary.</p> <p>Timescale for SBC responses to the assessment questionnaires to be included to allow transparency.</p> <p>The Code of Practice Self-Assessment Questionnaire to be circulated to the Advisory Group for feedback and discussion at the next meeting in July.</p>	<p>Commissioner to update Code of Practice Self-Assessment to reflect CSM's points on timescales</p> <p>OM to send any comments to Commissioner on Code of Practice Self-Assessment</p> <p>Code of Practice Self-Assessment Questionnaire to be circulated to the Advisory Group</p>	<p>Commissioner</p> <p>OM</p> <p>BSO</p>