

Scottish Biometrics Commissioner – Monthly Management Team Meeting

29 February 2024 via Teams

Attendees	Brian Plastow - Scottish Biometrics Commissioner (Chair) Cheryl Glen – Corporate Services Manager Diego Quiroz – Operations Manager Joanna Milne - Business Support Officer (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 Strategic Management Team Meeting were reviewed, accepted as accurate and approved for publication. The action log was reviewed and updated. No matters outstanding from previous meeting.	Minutes from previous meeting to be published on our website	BSO

3	Operational Plan	<p>Thematic Reports The images review report has been sent to the publishers and the first draft should be available for the team to review week commencing 4 March.</p> <p>Laws of Retention There have been three meetings so far with the next meeting is scheduled for 13 March. A meeting is also to be held 6 March to discuss comparative research with colleagues from the academic community and Scottish Government. The Commissioner also has a meeting with City of London Police to discuss the E&W images review. The research phase will need to conclude in late July to determine whether there is sufficient evidence to make any recommendations in the report due in October. Scottish Government are going to clarify whether the report will be direct to Ministers and/or through the Parliament.</p> <p>Complaints No complaints have been received. The internal complaints procedure has been produced and has been circulated round the team – agreed this was fit for purpose and to be stored in eRDM.</p> <p>Compliance Assessments All compliance assessments have been completed and are now available on our website.</p> <p>Stakeholder Engagement</p> <ul style="list-style-type: none"> ▪ Meetings have taken place to discuss the conference in June. Save the date emails are to be issued to the list of participants week commencing 4 March 2024. Positive response from Cabinet Secretary to attend ▪ The Operations Manager has been working with Genevieve Lennon and Peter Fussey regarding a research proposal re biometrics. ▪ OM has met with Digital Identity Scotland to discuss good practice and the CoP principles ▪ The Commissioner has met with the Criminal Justice Inspectorates. ▪ The Commissioner also met with the Commissioner of the City of London Police regarding a review of the laws of retention in England and Wales. 		
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4	Policies and Procedures	<p>The file guidance and file plan has been updated and saved on the website.</p> <p>The leave policy is currently being reviewed and will be circulated once ready.</p> <p>AAB ToR to be discussed at the next AB meeting at the end of March.</p> <p>Declarations of interest for the AAB to be updated after the next AAB meeting.</p>	Leave policy to be circulated	CSM
5	Audit(s)	<p>There will be a slight change to the timings of our external audit this year. The audit will now take place the last two weeks in July.</p> <p>The latest report on business continuity from our internal audit will be available week commencing 4 March.</p>		

		<p>Discussion has taken place with our internal auditors about the themes for the 2024/25 and 2025/26 audits. These will include:</p> <p>2024/25</p> <ul style="list-style-type: none"> ▪ Core financial controls ▪ Corporate Governance <p>2025/26</p> <ul style="list-style-type: none"> ▪ Stakeholder Engagement ▪ HR Policies and Procedures 		
6	Data Protection	Corporate Services Managers reminded the team they need to resit their annual refresher training.	Everyone to complete annual refresher training	All
7	Cyber Security	<p>This week is Cyber Scotland week and CSM will circulate training which the team can attend.</p> <p>Further training from Cyber Security and Cyber Essentials has been offered .</p>		
8	Training	<p>The staff engagement survey meeting has taken place and final report to be circulated.</p> <p>The Commissioner confirmed that a training needs analysis schedule will be made available to identify future training.</p>	Staff Engagement Survey to be circulated round the team	Commissioner
9	Annual Leave / Flexi Leave	<p>The Commissioner reminded the team we are nearly halfway through the holiday year and ensure to plan to take leave. The team were reminded that holidays are first come first served but the rest of the team should be made aware of requested leave. The Commissioner also reminded the team that although leave can be taken as and when wanted there was a requirement that only 2 team members can be off at one time – this is for long periods of leave e.g. one week or more.</p> <p>The Commissioner also confirmed that he will consider any flexible working requests and highlighted that the Operations Manager is currently on a 6-</p>		

		month flexible working trial which includes having Fridays afternoon's off (when available) and working additional hours Monday-Thursday.		
10	AOCB	<p>The Commissioner confirmed that the PCS union have been in touch and would like to discuss their offering. The team were reminded that any one is welcome to join the union should they want. Dates and venues for a strategic away day were discussed. Potential date is 7 or 8 May.</p> <p>The Operations Manager confirmed changes are being made to the office to accommodate the Patient Safety Commissioner. Post meeting note: The Commissioner confirmed with SPCB that no changes will take place to our office without prior consultation.</p> <p>Our 2024/25 budget is still unknown which is making planning for the next year difficult.</p> <p>The Commissioner confirmed that this year's assurance review (2024/25) will be on DNA and the report on the Laws of Retention should be published in Q3.</p> <p>CSM raised the Public Liability Insurance renewal – approved by the Commissioner</p>	<p>Team to let Commissioner know if they want to attend the meeting being organised with PCS Union</p> <p>BSO and CSM to look at potential venues for Strategic Away Day and to liaise with HR Staple re requirements</p>	All