

Scottish Biometrics Commissioner – Additional Advisory Audit Board Minutes

26 April 2023 @on MS Teams

Board	Andy Shaw, Chair David Watt
Attendees	Committee – Andy Shaw, Chair Committee – David Watt External Auditor – Audit Scotland, Tommy Yule External Auditor – Audit Scotland, Maria Niaz Internal Auditor – TIAA, Martin Ritchie Commissioner – Brian Plastow Operations Manager – Diego Quiroz Corporate Services Manager – Cheryl Glen Business Support Officer – Joanna Milne (note taker)
Apologies	External Auditor – Audit Scotland, Neil Maclean

Item	Subject	Discussion	Actions	Lead
1	Welcome	The Chair welcomed everyone, apologies from Neil Maclean, Audit Scotland		
2	Paper 1 – TIAA Audit Strategy and Annual Plan 2022- 23	Nothing to add to this paper – AAB happy with content		
3	Paper 2 – TIAA Assurance Review of Governance – Shared Services Agreement Q4 2022-23	The first internal audit from TIAA concentrated on the Shared Service Agreement the SBC have in place with SPSO. The main points of the audit was to check that the agreement is value for money and highlight any risks involved. The report details three findings as below:		

		<p>Finding 1: SBC do not have direct access to their bank account and are reliant on the CSM from the SPSO to access their funds and make payments.</p> <p>Finding 2: The SBC is reliant on SPSO for quite a few of their functions including finance, IT and HR Support.</p> <p>Finding 3: Financial reporting for the AAB should be written and not verbal.</p> <p>The outcomes indicated that a risk was identified regarding the bank account and lack of visibility to SBC funds. A discussion took place about whether the SBC should have a completely separate account to the SPSO or whether view access for SBC would be sufficient.</p> <p>Cheryl confirmed that discussions have already taken place with RBS and the SPSO to discuss getting view only access to our account. It was confirmed that if SPSO changed the way they access the account then SBC could view their bank account. This option would also allow the SPSO to add other roles to the management of their own SPSO and the SBC bank account thus helping to mitigate possible business continuity risks when the SPSO CSM is not available to process payments.</p> <p>Discussions highlighted that the SBC having their own bank account would require additional resources and would perhaps be counter-productive to the Shared Services Agreement.</p> <p>It was however acknowledged that the SBC has addressed the key risks in their approach by progressing a view only access and it was agreed that we should continue with this and then review in 3 months.</p>		
4	Paper 3 – TIAA Audit Strategy and Annual Plan 2023-24	The plan for 2023/24 was discussed and it was confirmed that as per the request of the Commissioner stakeholder engagement be moved to 2024/25 and Business Continuity moved forward to 2023/24. A new plan was circulated to reflect this change.		

		<p>It was agreed that Business Continuity is a higher priority given the dependency on the Shared Services Agreement with the SPSO and the small size of SBC.</p> <p>It was noted that there is a high dependency on each member of the team and therefore the audit will concentrate on staff dependency and contingency arrangements when staff are unavailable.</p> <p>It was asked if the records management audit will assess SBC's ability to respond to FOIs – Martin confirmed that the audit will look at the Publication Scheme. The Commissioner confirmed that FOI training has taken place and help if required is available from the SPCB Data Protection Officer.</p> <p>The audit will also review Corporate Performance Management. The Commissioner confirmed that due to our small size the whole team is aware of what is ongoing and is regularly updated. There are also performance KPI's (which are not outcomes-based) are discussed quarterly at Strategic Team Meetings.</p> <p>The Commissioner advised that the Advisory Group is not involved in the Governance audit and the wording will be changed to reflect same.</p>		
5	Paper 4 – Audit Scotland's Annual Audit Report 2023-24	<p>The Commissioner had been emailed about IFRS 16. The external auditors initial understanding indicated that this did not apply to SBC as we do not pay rent but after further investigation with the SPSO it was understood that disclosure would be required under 'right to use the building' which is known as a peppercorn lease. SPSO looking into this on behalf of the SBC.</p> <p>The audit into cyber security will be considered from both the SBC and SPSO points of view.</p> <p>Discussions took place about how the sectoral cap re fees are determined and it was highlighted that an email is available if SBC want to comment.</p> <p>The Commissioner and Corporate Services Manager agreed the content of the plan and reminded everyone that the Section 31 and Section 32 reports will be published separately this year.</p>		

		Date agreed for the next AAB meeting – 5 September 2023.		
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