

## Scottish Biometrics Commissioner – Monthly Management Team Meeting

5 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 Officer (Minutes)
<b>Apologies</b>	

Item	Subject	Discussion	Actions	Lead
1	<b>Welcome</b>	The Chair welcomed attendees to the Management Team Meeting		
2	<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 from previous meeting.	Minutes from previous meeting to be published on our website	BSO
3	<b>Operational Plan</b>	<b>Thematic Reports</b>  Final amendments to the Terms of Reference for the images review are underway and the document will be published on our website shortly.  <b>Laws of Retention</b>  Scottish Government have accepted the scope and extent of the review and will lead the review. Awaiting ministerial approval.	OM to work through suggested amendments and send back for uploading document to website	OM

		<p><b>Complaints</b> No complaints have been received.</p> <p><b>Compliance Assessments</b></p> <p>The assessments have been issued to the PIRC, SPA and Police Scotland. The Commissioner has met with those involved in the assessment to answer any questions. The PIRC are due to submit their reply by 2 November, SPA by 16 November and Police Scotland by 30 November.</p> <p><b>Section 31 and 32 reports</b></p> <p>The reports were laid on 26 September 2023 and are available on our website. (add link) The Commissioner confirmed there has been positive feedback surrounding the publication of these reports.</p> <p><b>Stakeholder Engagement</b></p> <p>The Commissioner is due to speak at the Biometrics Institute Congress in London on 17 and 18 October. The OM has attended the FINDS meeting and the Point of Contact meeting with Police Scotland and the SPA.</p> <p>The team attended a meeting with the SPA to discuss the aims and objectives for the proposed conference/symposium. They also discussed prospective speakers, dates and venues. The conference is going to be used to showcase what is good about biometrics in Scotland to improve public confidence and trust. Police Scotland have agreed to come on as the third strategic partner.</p> <p><b>Newsletter</b></p> <p>The BSO asked the team to submit ideas, pictures and articles for the next newsletter which will be published in December.</p>		
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		<p><b>Meeting with Cabinet Secretary for Justice and Home Affairs</b></p> <p>On the 13 September the Commissioner met the newly appointed Cabinet Secretary to provide an overview of the organisation and to discuss the Code of Practice, DESC, key messages from the Section 31 and 32 reports as well as the biometrics ecosystem and potential of extending our remit. The Commissioner also enquired whether the Cab Sec would consider being the opening speaker at our conference.</p> <p><b>Medium Term Financial Strategy (MTFS)</b></p> <p>The Commissioner confirmed having spoken to Audit Scotland we are not required to have a medium term financial strategy at this time but will in the future. However, the Commissioner has produced our 5 year MTFS outlining worst case, likely case and best case scenarios.</p> <p><b>Comms and Engagement Strategy</b></p> <p>The Commissioner has produced our Comms and Engagement Strategy for 2023/24 although the strategy covers the life-cycle of our Strategic Plan.</p>		
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4	<b>Policies and Procedures</b>	<p>The CSM has produced a document outlining all our policies, handbooks and relevant documents, when they were last reviewed and when they are due to be reviewed in the future.</p> <p>The CSM highlighted the Terms of Reference for the Advisory Group is due to be reviewed this year and it was agreed it will be taken to the next Advisory Group meeting in November.</p>	<p>Advisory Group Terms of Reference document to be added to the agenda for review at the next Advisory Group</p>	BSO
5	<b>Audit(s)</b>	<p>The records management audit is currently taking place with our internal auditors.</p> <p>Corporate Performance audit will be taking place in December.</p> <p>The CSM has arranged business continuity exercises with the team over the next few months. They are to take place prior to the audit in February.</p>		

6	<b>Data Protection</b>	<p>CSM and BSO have been working on sharing data securely when dealing with a complaint. A resolution has been found and will be presented to ensure all parties are happy with the solution.</p> <p>It was agreed that going forward any queries which are not for us but are for Police Scotland, the SPA or the PIRC which come into our mailbox will be forwarded to the OM for triage and forward distribution.</p>	OM to deal with future enquiries received into shared mailbox	OM
7	<b>Cyber Security</b>	<p>Business Continuity exercises will commence next week.</p> <p>CSM reminded the team that IT mandatory training needs to be completed by the end of the year.</p>	Team to complete mandatory SPSO/SBC training and send back completion dates to SPSO HR and update our own corporate training record	All
8	<b>Training</b>	<p>CSM to complete the second part of the leadership course in October.</p> <p>Commissioner attending refresher Accountable Officer Training.</p> <p>OM attended a meeting at the University of Firenze called next democratic frontiers for facial recognition technologies and one workshop on Advancing gender equality in AI Development organised by Global Women Hub.</p>		
9	<b>Annual Leave / Flexi Leave</b>	The Commissioner will ask SPSO HR for a list of all holidays carried forward but reminded the team to take holidays and flex.		
10	<b>AOCB</b>	CSM and BSO attended the ICO's data protection practitioners conference.		