

Scottish Biometrics Commissioner – Strategic Management Team Meeting

17 January 2024 via Teams

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

Item	Subject	Discussion	Actions	Lead
	Welcome	The Chair welcomed attendees to the Strategic Management Team Meeting.		
1	Review of Minutes, Actions and Matters Outstanding from Previous meeting	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	Ratification of governance decisions taken between meetings	None to discuss.		

3	Strategic Plan	<p>Year three of our Strategic Plan started on 1 December 2023. By March 2024 we will publish our images review. Our reports on Police Scotland, the SPA and the PIRC's compliance with the Code of Practice will be available on our website shortly.</p> <p>After these have been published we will concentrate on the laws of retention report. SG and SBC have no additional funding to support external research and it has been agreed that publishing costs for the joint report can be shared.</p> <p>Discussion to take place at our next Advisory Audit Board (AAB) meeting in March about whether our Operational Report and Annual Report and Accounts should be separate reports or combined.</p> <p>A discussion also took place around the current KPI's and the decision was taken to not amend current measures until the end of the current Strategic Plan. It is hoped that we will have additional resources in the future to consider the 'impact of the KPI's.</p>	CSM to take these discussions and add them to the agenda for the next AAB to the end of March.	CSM
4	Strategic Risk Register	<p>The Strategic Risk Register was reviewed and it was agreed forthcoming actions for SR2 many need to be changed depending on the funding we are provided. Mitigation actions may also need to be changed for SR5 and the risk for SR6 should be increased from low to high to reflect the challenge the SBC faces around limited resources.</p> <p>All changes will be taken to the Advisory Audit Board at the end of March.</p>	<p>CSM to update the Strategic Risk Register with suggested amendments.</p> <p>CSM to take suggested changes to the Strategic Risk Register to the next Aab meeting at the end of March.</p>	CSM CSM
5	Business Plan	<p>There are currently 15 x KPI's but only seven need to be discussed quarterly.</p> <p>KPI 1- The Commissioner and the Operations Manager have been meeting with SPA, the PS and the PIRC on a regular basis.</p> <p>KPI 2 – Our next Advisory Group meeting will be held at the end of March.</p> <p>KPI 3 – There are some outstanding questions for the images review. Once these have been received the first draft will be issued.</p> <p>KPI 4 – The next newsletter will be issued in June.</p>	First draft of the images review to be with the	OM

		<p>KPI 5 – The website footfall has increase by 35% from 2022 to 2023.</p> <p>KPI 6 – The compliance assessments have been submitted by Police Scotland, the SPA and the PIRC and the Code Assessment Executive Summary will be available on our website shortly.</p> <p>KPI 7 – Discussions to take place to determine whether Section 31 and 32 reports will be separate reports or they will be amalgamated to a joint report.</p>	Commissioner by w/c 26 January 2024	
6	Stakeholder Engagement	<p>The Commissioner attended the following:</p> <ul style="list-style-type: none"> ▪ 19 Dec – meeting with Scottish Government about laws of retention review ▪ 20 Dec – FINDS Board meeting ▪ 21 Dec – meeting with Police Scotland and Scottish Government re DESC <p>The Commissioner is to attend the following:</p> <ul style="list-style-type: none"> ▪ Meeting with ACC Smith ▪ CeTAS Policing and Security Biometrics Workshop ▪ Panel member at Cyber Scotland Conference ▪ Meeting with Temp/Commissioner of City of London Police ▪ Dundee University - Genetics in Policing Investigations <p>The Operations Manager recently attended the Policing and Biometrics Conference.</p> <p>The date and venue for the symposium with SPA and Police Scotland has been agreed. The program and speakers have been agreed and letters will be issued later this week by the SPA. Discussion also took place around the funding of the symposium.</p>		

7	Data Protection incl. Records Management	<p>The CSM and BSO conducted an end of year file review in eRDM to ensure all relevant documents and new folders are updated.</p> <p>CSM reminded team to complete mandatory training.</p> <p>BSO to attend the Data Protection Officers meeting for officeholders.</p>	CSM to update the file type guidance and File Plan to reflect the changes.	CSM
8	Budget & Finance	CSM provided an update on our budget position. Budget is on track for the rest of the year.		
9	Audit(s)	<p>The Business Continuity internal audit will take place in February.</p> <p>Meeting arranged with Audit Scotland for the end of February to discuss 2023/24 audit.</p>		
10	Business Continuity	<p>Business Continuity internal audit to take place in February.</p> <p>CSM has updated training plans to show team have attended business continuity table top exercises.</p>		
11	Complaints <ul style="list-style-type: none"> ▪ Code of Practice ▪ Customer Service 	<p>One complaint received but it was determined it could be rectified by completion of the SAR form on the Police Scotland website. Directed at Police Scotland. Guidance was provided to the complainer on how to rectify this with Police Scotland direct.</p> <p>No customer service complaints received.</p>		
12	FOI and SAR	The quarterly submission to the Scottish Information Commissioner confirming FOI and EIR requests has been submitted.		
12	ICT / Cyber Resilience	Teams phones should be in place by April.		
14	Wellbeing, Health & Safety, Employment Matters	<p>Staff engagement survey run by HR Staple to take place in February.</p> <p>Team lunch to be held in March.</p> <p>The Commissioner reminded the team to take holidays and a review of leave balance will take place at the meeting in March.</p>		

15	AOCB	None		
----	-------------	------	--	--

DRAFT