

Scottish Biometrics Commissioner – Monthly Management Team Meeting

15 September 2022 @ Bridgeside House

Attendees	Brian Plastow - Scottish Biometrics Commissioner (Chair) Cheryl Glen - Corporate Services Manager Diego Quiroz - Operations Manager Joanna Milne - Business Support Manager (Minutes)
Apologies	None

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 Management Team Meeting were reviewed, accepted as accurate, and approved for publication	Minutes from previous meeting to be published on our website	BSO
3	Strategic Update	<p>The Commissioner provided the following update:</p> <ul style="list-style-type: none"> The Advisory Group set up under Section 33 of the legislation has been running for a year and is working well. The next meeting will be November and will include a presentation from the DESC (Digital Evidence Sharing Capability) and project team and a discussion on the laws of retention review. The Code of Practice along with the Scottish Statutory Instrument was successfully laid before Parliament. The proposed date for the code to come into effect is 16 November 2022, the complaints procedure will also be ready to publish on this date. 	Project manager for DESC to be invited to next Advisory Group meeting	OM

		<ul style="list-style-type: none">▪ A meeting was held with Scottish Government to discuss the proposed review of the laws of retention.▪ Planning for both the children’s and vulnerable adults thematic reviews are underway.▪ The draft Annual Report and Accounts is with the printers and the final draft will be signed off by 31 October 2022.▪ The Commissioner is attending the FINDS Strategy Board meeting in London on 29 September 2022▪ The Commissioner and Operations Manager will be presenting at the Future Scot conference on Justice and Policing 2022.▪ Commissioner has arranged a meeting between SBC and John Doyle from Scottish Government EU Office based at Scotland House, Brussels as means of introductions and information sharing.		
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4	Corporate Services Update	<p>The Corporate Services Manager provided the following update:</p> <ul style="list-style-type: none"> ▪ Information Governance handbook is available on Teams for review by the team. ▪ Procurement of Internal Audit services is being progressed through the Public Contracts Scotland portal via a Quick Quote process - no queries have been received as yet. ▪ The SBC File Plan is with NRS; publication of our Records Management Plan is February 2023 with support being offered from NRS as of October 2022. ▪ Deletion dates for personal data contained in complaints stored within eRDM were discussed. CSM and OM to discuss further ▪ Hybrid working policy to be produced. <p><u>Budget</u></p> <ul style="list-style-type: none"> ▪ Budget bid for 2023/2024 has been submitted to SPCB. The submission included a request for funds to help with communications work. ▪ A dashboard is currently being built to support the team understanding our spending vs budget. 	<p>Further work to be completed in relation to RMP re deletion dates for complaints</p> <p>Financial dashboard to be used in future MMT meetings</p> <p>Hybrid working policy to be developed</p>	<p>BSO and CSM</p> <p>CSM</p> <p>CSM</p>
5	Operations Update	<p>The Operations Manager provided the following update:</p> <ul style="list-style-type: none"> ▪ Meeting about complaints procedure held with Police Scotland. The Data Governance Team have been agreed as the single point of contact. ▪ Operational Manager has a meeting with CYCJ to discuss the up and coming children's thematic review. ▪ Comms strategy to be discussed for launch of the Code of Practice on the 16 November. This includes blogs/ magazine posts and emails to stakeholders. 		

		<ul style="list-style-type: none"> ▪ Proposed amination to be considered which would highlight the complaints procedure. Police Scotland, SPA and the PIRC to be consulted on whether an animation for their intranet would be useful for raising awareness and/or training staff. ▪ Public consultation on draft the complaints procedure to be added to our website ▪ Discussion took place around documentation required for complaints procedure, particularly around data protection. It was agreed that all future DPIAs would be brought to MMT meetings for approval and sign-off 	<p>The Commissioner to email Police Scotland, SPA and PIRC to ask if an animation would be useful for training purposes.</p> <p>Complaints Procedure added to website</p> <p>DPIA to be added to MMT agenda</p>	<p>The Commissioner</p> <p>BSO</p> <p>BSO</p>
6	Corporate Communications	The Business Support Officer had nothing to update the rest of the team on		
7	AOCB	<p>CSM to attend Business Continuity training the last week in September.</p> <p>Newsletter – content of newsletter discussed to see if we need to widen the scope of information included. It was decided that there is enough going on at the moment for the newsletter. In future, content for the newsletters will be discussed at team meetings. Further discussed the option of a ‘calendar of events’ to help predict what articles would be included within future newsletters.</p> <p>CSM discussed option of purchasing additional laptop for the team which would be used in times of resilience. Team agreed a ‘back-up’ device should be purchased but CSM to first bring back options to the team to ensure we purchase what is most suitable to our needs</p>	<p>Newsletter to be added to MMT agenda</p> <p>Events calendar to be developed</p> <p>CSM to research hardware options</p>	<p>BSO</p> <p>CSM</p> <p>CSM</p>