

## Scottish Biometrics Commissioner – Monthly Management Team Meeting

23 November 2022 via Teams

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

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 Strategic Management Team Meeting were reviewed, accepted as accurate, and approved for publication	Minutes from previous meeting to be published on our website	BSO
3	<b>Strategic Update</b>	<p>The Commissioner provided the following update:</p> <ul style="list-style-type: none"> <li>▪ Since the last meeting the Code of Practice has been brought into legal effect. This is now available on our website as is our complaints procedure.</li> <li>▪ Now the Code has taken effect the next item to consider is to design methodology for the compliance assessments.</li> <li>▪ The Commissioner confirmed he is attending the SPA board meeting tomorrow to discuss the Code of Practice and our Annual Report and</li> </ul>		

		<p>Accounts. The SPA Board will be asking the Scottish Police Forensic Services and Police Scotland whether or not they are compliant with the Code.</p> <ul style="list-style-type: none"><li>▪ Vulnerable adults is being led by Corporate Services Manager and the Terms of Reference should be signed off shortly.</li><li>▪ At the Advisory Group meeting to be held next week there is to be a discussion as to whether or not a review of the laws of retention is required.</li><li>▪ Under the legislation the Strategic Plan can be changed at any time by the Commissioner. Since the Code of Practice has come into effect the Commissioner agreed this would be a good time to make changes to include the programme of compliance assessments and remove anything which is no longer considered relevant.</li><li>▪ From April and to coincide with the financial year the Commissioner proposed that we have an Annual Business Plan 2023/24. The Plan will look at deliverables and KPI's against finances.</li><li>▪ The Commissioner congratulated CSM on passing her Business Continuity Institute Course.</li></ul> <p>The Commissioner would like to consider exploring different systems to allow us to produce staff and public surveys.</p>		
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4	<b>Corporate Services Update</b>	<p>The Corporate Services Manager provided the following update:</p> <ul style="list-style-type: none"> <li>▪ The Internal Audit contract had been awarded; additional paperwork have yet to be been signed including an agreement for the Internal Auditor’s document sharing portal which will allow us to share information securely.</li> <li>▪ The file plan is still under re-construction. National Records of Scotland are aware the file plan already provided to them will change.</li> <li>▪ Deletion policy for complaints procedure is currently being developed for the manual deletion of complaints.</li> <li>▪ A draft of the hybrid working policy will be available by January.</li> </ul> <p><u>Budget</u></p> <ul style="list-style-type: none"> <li>▪ Budget bid for 2023/24 has been resubmitted to SPCB with cost of living changes. Outcome of budget bid will not be known until at least the end of Q1 of 2023.</li> </ul>	Hybrid working policy to be developed	CSM
5	<b>Operations Update</b>	<p>The Commissioner provided the following update on behalf of the Operations Manager:</p> <ul style="list-style-type: none"> <li>▪ Children and Young People’s thematic is ready to go and has all been agreed. The Terms of Reference have been sent to all parties and been agreed with Police Scotland, the SPA and CYCJ.</li> <li>▪ The Children and Young People’s assurance reviews will consist of focus groups with custody staff on biometric data.</li> <li>▪</li> </ul>		

6	<b>Corporate Communications</b>	The November newsletter is under construction and will be published shortly.	BSO to publish newsletter	BSO
7	<b>AOCB</b>	<ul style="list-style-type: none"> <li>▪ Police Scotland have been contacted about whether training material on the Code of Practice and complaints procedure would be useful. A user friendly version of the Code of Practice is also being considered. An animation or other format to be considered once our budget position is better known.</li> <li>▪ Website changes proposed as it is felt that important documents are getting lost on the publications page. Discussions needed with our website provider to establish how we can change the look of the site and possibly gain more functionality.</li> <li>▪ Corporate templates in our house style to be used going forward for all documents / pieces of work both for internal and external communications.</li> <li>▪ Discussion around knowledge exchange and raising awareness of work across the team - as we are a small team it was felt reasonable and appropriate that every team member should be copied into emails to enhance everyone's understanding and awareness of strategic, operational and corporate issues.</li> </ul>	<p>Contact website provider for meeting to discuss changes.</p> <p>Corporate template to be produced</p> <p>Agenda item to be added to next team meeting to discuss further re raising team's awareness and understanding of all work ongoing.</p> <p>All team members to be copied into emails</p>	<p>BSO</p> <p>CSM</p> <p>BSO</p> <p>All</p>