

## Scottish Biometrics Commissioner – Monthly Management Team Meeting

22 February 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 Manager (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.	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>▪ Nearing the end of this financial year we are on target to achieving everything we planned to achieve this year.</li> <li>▪ We are operating within our budget however over recent months there has been a challenge re visibility of the budget.</li> <li>▪ The revised Strategic Plan will be laid in Parliament on Tuesday 28 February. This has already been approved by SPCB. This document is not subject to a Parliamentary procedure.</li> </ul>		

		<ul style="list-style-type: none"><li>▪ Children and Young Peoples and Vulnerable Adults reports to be published by end of March after factual accuracy checks have been concluded. The full CYCJ report will be published on our website at the same time as our reviews.</li><li>▪ Since the last team meeting the Commissioner has met with the Cabinet Secretary for Justice and Veterans to discuss the Code of Practice and raise awareness.</li><li>▪ Monthly operational forum has been set up with Police Scotland and Scottish Police Authority. Working well for all parties involved so the bodies will be prepared for the compliance assessments which will be conducted later in the year.</li><li>▪ The assurance reviews have allowed SBC to engage on a regular bases with stakeholders and explain to a broader audience who we are and what we do.</li><li>▪ New Audit Scotland team were introduced and met the Advisory Audit Board at the AAB meeting last week.</li><li>▪ AI Alliance interviewed the Commissioner and the video should be available shortly.</li><li>▪ Visit to Brussels in the process of being arranged.</li><li>▪ The Commissioner and Operations Manager met with Community Justice Scotland to explain the SBC's remit.</li><li>▪ Meeting also arranged with the Prison Service to raise awareness of the SBC's functions and remit.</li></ul>		
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4	<p><b>Corporate Services Update</b></p>	<p>The Corporate Services Manager provided the following update:</p> <ul style="list-style-type: none"> <li>▪ The Records Management Plan (RMP) will be submitted on the 28 February 2023.</li> <li>▪ Training records required from each team members which can also be used as evidence for the RMP.</li> <li>▪ Team to provide mobile and next of kin details to CSM for Business Continuity Plan.</li> <li>▪ Internal auditors are due to review the shared services agreement in March as part of our 2022/23 internal audit.</li> <li>▪ Cyber security accreditation meeting to take place next week.</li> <li>▪ The 2023/24 business plan has been saved in Teams alongside the operational plans.</li> <li>▪ Going forward the team will have an annual review of all our policies. The policies will be reviewed one a month to reduce the work required.</li> <li>▪ CSM and BSO have completed FOI consultations and these will be forwarded to the rest the team prior to submission.</li> <li>▪ Due to budget changes the new laptop and tablet have not been purchased this year and will be purchased in the 2023/24 budget.</li> <li>▪ Business continuity exercise to be arranged.</li> </ul>		

		<ul style="list-style-type: none"> <li>▪ Public liability insurance runs out next week and will be renewed with the same company.</li> </ul>		
5	<b>Operations Update</b>	<p>The Operations manager provided the following update:</p> <ul style="list-style-type: none"> <li>▪ Work on the law of retention workshop is underway. The initial meeting with the Scottish Government is planned for 16 March 2023.</li> <li>▪ Children Care and Justice Bill call for views to be submitted to the Education Committee by 17 March 2023.</li> <li>▪ Children and Young People’s report and the Vulnerable Adults reports are currently with SPA for feedback.</li> <li>▪ OM attending the Scotland AI Strategy conference at the end of March</li> <li>▪ OM to attend a roundtable run by Centre for Research Into Surveillance and Privacy (CRISP) at the end of March. The meeting will be held at the University of Edinburgh.</li> </ul>		
6	<b>Corporate Communications</b>	Action log reviewed and updated		
7	<b>AOCB</b>	<p>The Commissioner to meet with SPSO HR to discuss any issues.</p> <p>Employee engagement survey interviews concluded and initial findings to be discussed with the Commissioner.</p> <p>Annual appraisal forms to be complete by each team member.</p> <p>Budget for 2023/24 has still not been advised.</p>	Annual appraisal form to be completed	All