

Scottish Biometrics Commissioner – Strategic Management Team Meeting

31 October 2024 via Teams

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

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 Monthly 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
2	Ratification of governance decisions taken between meetings	Three decisions were ratified since the last meeting. Changes agreed to the media release by the Director in the Commissioner’s absence for the Scottish Government and Scottish Biometrics Commissioner’s joint report on the biometric data retention review.		

		<p>The Director (in the Commissioner’s absence) took the decision to co-sign along with the other office holders a joint statement re the Officeholder Landscape enquiry .</p> <p>Resubmission of the SBC budget bid for 2025/26 was sent to the SPCB.</p>		
3	Strategic Plan	<p>The Director confirmed we are nearing the end of year 3 of our Strategic Plan and we have successfully laid the Annual Report and Accounts in September and the Laws of Retention report.</p> <p>The three compliance assessments for Police Scotland, the SPA and the PIRC will be issued shortly. These will be done by exception reporting this year.</p> <p>The further information for the DNA review has been received and visits to the Livingston custody suite has been arranged along with a visit to the Forensic lab in Dundee.</p> <p>Further information for the retrospective facial search is still outstanding.</p> <p>We will soon be entering the last year of the current Strategic Plan and so will be working with our stakeholders to develop our next Strategic Plan.</p> <p>Operations Manager has contacted our stakeholders to ask for their input to our Strategic Plan next year.</p>		
4	Strategic Risk Register	<p>The Strategic Risk Register (SRR) was reviewed and discussed – currently still fit for purpose but it was agreed that a new SRR would be beneficial once our new Strategic Plan is in place.</p>	<p>Development of new Strategic Risk Register with publication of new Strategic Plan</p>	<p>CSM</p>

5	Business Plan	<p>There are currently 15 x KPI's but only seven need to be discussed quarterly.</p> <p>KPI 1- The Director and the Operations Manager have been meeting with the SPA, PS and the PIRC on a regular basis.</p> <p>KPI 2 – Our next Advisory Group meeting will be held on 4 December.</p> <p>KPI 3 – The reviews this year will be on DNA and Retrospective Facial Search.</p> <p>KPI 4 – The next newsletter will be issued in December.</p> <p>KPI 5 – The website footfall has remained steady.</p> <p>KPI 6 – No compliance issues.</p> <p>KPI 7 – Section 31 and 32 reports were published in September.</p>		
6	Stakeholder Engagement	<p>The Operations Manager has been in contact with our stakeholders to confirm we will be looking for input next year into our next Strategic Plan.</p> <p>The Director and OM have been meeting with SPA Forensic Services</p> <p>The OM attended and spoke at two conferences since our last meeting. He spoke at The Holyrood Insight Data Protection in Scotland conference. He also spoke at the Future Scot – Digital Justice and Policing conference.</p> <p>The Director and the OM met with the ICO.</p> <p>The OM has also met with the Human Rights Commissioner and Children's Commissioner in Northern Ireland to discuss the proposed Biometrics Commissioner's Office in Northern Ireland.</p> <p>The Director attended the Live Facial Recognition working group set up by Police Scotland.</p> <p>The OM attended EU AI Act first General Purpose AI Code of Practice.</p>		

7	Data Protection incl. Records Management	<p>Everyone confirmed they have all completed the Scottish Parliaments data protection training.</p> <p>Robin Davidson our Data Protection Officer has responded to CSM's request for further information in completing our data processing activities spreadsheet.</p>	Review of data processing activities spreadsheet to take place	BSO, CSM and OM
8	Budget & Finance	<p>SPCB have asked all office holders to resubmit their budgets. We have resubmitted our budget bid which highlights no operational increase from this year's budget. There are minor staffing costs reflected in pay award and budget announcement of increased employer NI contributions.</p> <p>The budget will be monitored closely for the rest of the year and the plan is to bring development of publications in-house and to try and reduce travel by staff as much as is feasible while still achieving operational objectives.</p>		
9	Audit(s)	We are currently being internally audited on our core financial controls. The auditors are currently awaiting responses from SPSO Finance before issuing our final report.		
10	Business Continuity	<p>The BC exercises have been added to diaries for November and December.</p> <p>Director issued a reminder to staff to be alert to testing exercises to demonstrate appropriate compliance for future audit purposes.</p>		
11	Complaints <ul style="list-style-type: none"> ▪ Code of Practice ▪ Customer Service 	No complaints received.		
12	FOI and SAR	The quarterly submission to the Scottish Information Commissioner confirming FOI and EIR requests has been submitted.		
13	ICT / Cyber Resilience	BSO confirmed Windows 11 will be rolled out to all early next year.	Two factor authentication to be reviewed on social media accounts	BSO and Director

		BSO and Director to review social media and review security measures and ensure two factor authentication enabled.		
14	Media Management Policy	The Director circulated the Media Management Policy which was read by all and agreed	Media Management Policy to be published on our website.	BSO
15	SBC Working for SBC Policy	The SBC Working for SBC Policy was circulated by the CSM. It was read and agreed by all.	Policy to be sent to SPSO HR for them to confirm changes are acceptable.	CSM
16	Transition to outcome based Strategic Plan	<p>The Commissioner’s paper was circulated and discussion took place about what this might look like. The plan is to have outcome based objectives in place to allow them to be reported in the 2025/26 Annual Report and Accounts. The current strategic plan 21/25 will also likely be amended in early 2025 to demonstrate a shift to outcome based reporting in the 2024/2025 Annual Report also.</p> <p>Director has asked to meet with CSM and OM to discuss possible outcomes prior to the next management team meeting.</p> <p>The CSM and OM have been asked to come to the meeting with potential outcomes and how they would be evidenced and whether stakeholders can be utilised to provide information to demonstrate outcomes.</p>	<p>Meeting to be arranged between the Director, CSM and OM to discuss possible outcome based objectives.</p> <p>CSM and OM to come to meeting with Director with potential outcomes.</p>	<p>BSO</p> <p>CSM and OM</p>
17	Wellbeing, Health & Safety, Employment Matters	<p>Director checked everyone received their pay awards in their September pay. All confirmed it has been received.</p> <p>CSM reminded team that Christmas holidays are to be added to the HR system and the Teams annual leave spreadsheet.</p> <p>Bridgeside House health and safety handbook to be circulated round the team.</p>	H&S document to be sent to the team	CSM

18	AOCB	A further discussion on the team charter to be arranged.	Team charter to be further discussed	Director, CSM and OM
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