

Scottish Biometrics Commissioner – Monthly Management Team Meeting

12 September 2024 via MS Teams

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

Item	Subject	Discussion	Actions	Lead
1	Welcome	The Chair welcomed attendees to his first Management Team Meeting		
2	Review of Minutes, Actions and Matters Outstanding from Previous meeting	Minutes from the previous Strategic 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
3	Operational Plan	Thematic Reports The Commissioner confirmed his plan for the DNA assurance review including the three chapter headings will be Nature, Extent and Impact. The plan is for the research to take place in November and December and the report to be finalised in the new year. The ToR for the assurance review on Retrospective Facial Search technologies has been delayed allowing further discussion with the proposed academic partners to ensure they can contribute to the report.		

		<p>It was agreed that the report can highlight Police Scotland’s reliance on two Home Office systems and explain why they are moving from PND to Strategic Facial Matcher and towards a UK custody database.</p> <p>Laws of Retention There is a meeting with the Forensic Team at the Scottish Government on 17 September to discuss to Laws of Retention report. After this meeting the report will be circulated.</p> <p>Complaints No complaints have been received.</p> <p>Stakeholder Engagement The OM met with Mehmet Metin Uzun a researcher from University of Exeter to discuss AI powered Biometrics and the current landscape in Scotland.</p> <p>The OM is attending a conference on Data Protection as a panel member.</p> <p>The Director has met with Phil Chapman from the PIRC and has arranged a day in October to visit the PIRC and familiarise himself with their work.</p> <p>The Commissioner is speaking at the Forensic Services Excellence Award next week and is then speaking at the Biometric Institute conference on 22 and 23 October.</p> <p>Section 31 and 32 reports Minor changes were identified at the Advisory Audit Board meeting and these have been updated and forwarded to the publisher for final report to be produced.</p> <p>The plan is still for the report to be signed by Audit Scotland and the Commissioner on 24 September and the final report being laid in Parliament on 26 September.</p>	<p>Diaries to be updated with conferences and meetings</p> <p>Pictures and updates to be provided for inclusion within forthcoming Newsletter</p>	<p>All Commissioner, Director and OM</p>
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5	Policies and Procedures	SPSO HR feedback on policies to be reviewed and then they will be circulated round the team for review.	Policies to be shared with Commissioner and then the team	CSM
6	Audit(s)	<p>The Audit Scotland Annual Audit Report is still outstanding due to CSM waiting on final figures for 2024/25 budget from the SPCB.</p> <p>The next internal audit will be on core financial controls. This will take place between 17 and 19 September.</p> <p>The CSM is also collaborating with our internal auditor to timetable the next audits which will include cyber security and comms and engagement.</p>	<p>Liaise with Audit Scotland re finalising of Annual Audit Report</p> <p>Dates to be set for next round of internal audits</p>	<p>CSM</p> <p>CSM</p>
7	Data Protection	Everyone should have received an email from the Scottish Parliament with the updated system to complete their data protection training. CSM confirmed that some are having issues access the system and if this is the case to get in touch.	Raise any issues with the DP training platform with the CSM	All (if required)
8	Cyber Security	<p>Business Continuity exercises have been added to everyone's diaries.</p> <p>CSM is working with SPSO ICT and SG's Business Continuity and Security Units to discuss what training is provided to understand our requirements.</p>		
9	Medium Term Financial Strategy	Finalised figures from SPCB required prior to updating	Business Plan to be removed from website as it contains incorrect figures.	CSM

10	Shaping the next Strategic Plan – discussion paper	<p>The Commissioner circulated a paper to the team outlining his plan for shaping the next Strategic Plan which is due to be published in November 2025.</p> <ul style="list-style-type: none"> ▪ The plan includes repeating the public attitudes survey or adding questions to the SPA public survey. ▪ The paper also includes receiving feedback from our high influence stakeholders on what should be included. ▪ A draft version of the Strategic Plan will be circulated round all our stakeholders and also published on our website to allow a three month consultation. ▪ The Commissioner wants to ensure we are contacting hard to reach groups and proposing these are done via citizen assemblies whether that is in person or an online seminar. ▪ The Director confirmed that we can start contacting stakeholders now to encourage feedback or participation in developing the Strategic Plan. 	OM and Director to develop and action plan for focused targeting of stakeholders.	OM and Director
11	Comms and Engagement	<p>The finalised Comms and Engagement strategy was circulated and agreed.</p> <p>The Director confirmed that X, Facebook and LinkedIn are now up and running and that followers have increased over the last week.</p> <p>The Director has started using a social media app to allow easier posting on our social media channels.</p>	<p>Comms and Engagement Strategy to be published on our website.</p> <p>Training to be given to team on all social media channels and social media app.</p> <p>OM to cover social media for a week in October due to holiday</p> <p>Training to be provided to the OM.</p>	<p>BSO</p> <p>Director and BSO</p> <p>OM</p> <p>BSO and Director</p>

12	Training	The Chair of the AAB confirmed he would like to see a training policy to ensure tangible outcome for all training requested. It was suggested the Policy could include an authorisation chain to be followed and potentially a payback clause if this is deemed relevant.	Training policy to be developed	CSM and Director
13	Annual Leave / Flexi Leave	The team were reminded that September is the end of the holiday year and therefore any outstanding holidays should be added to the holiday system. The Director has added a spreadsheet to Teams for the team to complete with holidays as he currently has no access to the holiday/payroll system.	The holiday spreadsheet within Teams to be completed.	All
14	AOCB	The Director is unable to access the Commissioner's calendar. The OM circulated a business case paper to determine whether an animation on the CoP and Complaints procedure would benefit stakeholder engagement. The Commissioner confirmed we have no money to commission an external company so any animation/video would need to be done in house. The BSO has sourced software that would allow videos/animation to be built with the ability for voiceovers, music and closed captions. It was agreed that ongoing conversations re this work would take place at Friday Manager Forum meetings and MMT meetings.	BSO to provide instructions on how to share calendars. BSO to provide demonstration to OM and Director on functionality of software. Action plan for animation/video to be produced.	BSO BSO/Director and OM OM and Director