

Scottish Biometrics Commissioner – Monthly Management Team Meeting

30 May 2024 via MS Teams

Attendees	Brian Plastow - Scottish Biometrics Commissioner (Chair) 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 the 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 images review goes to the SPA Policing & Performance committee on 11 June. The Commissioner will highlight that the report could have included recommendations for Police Scotland but chose not to include as they would have been the same as the previous thematic reports on Children and Vulnerable Adults. The Commissioner will convey his disappointment at the length of time taken to discharge the recommendations. Alongside the review on DNA the Commissioner is proposing a review of retrospective facial search in PND and CAID.		

		<p>The OM has approached CRISP and The Queen Margaret Institute in London to partner us on the retrospective facial search review.</p> <p>The ToR for the DNA review and potentially the review of retrospective facial search in PND and CAID will be taken to the next Advisory Group meeting in July.</p> <p>The Commissioner has contacted Police Scotland to confirm were we to go ahead with both review that the work is not too onerous for them re demand on their time and resources.</p> <p>Laws of Retention The Commissioner and OM met with the Scottish Government to discuss next steps. The Commissioner confirmed that even if the changes to legislation are not recommended his views on the changes will be recorded in the paper.</p> <p>OM has written two sections for the paper which are currently being reviewed by the Commissioner and SG colleagues:</p> <ul style="list-style-type: none">▪ law and policy overview▪ ethics and human rights review <p>Complaints No complaints have been received.</p> <p>Section 31 and 32 reports CSM is working towards the first draft of the ARA being available by end of June. The deadline for the final report to Audit Scotland is 19 July. Financial figures for report have been received but their a few queries about the figures before inclusion in the report.</p> <p>Stakeholder Engagement</p> <ul style="list-style-type: none">▪ The numbers of people registered for the conference has increased in the last few days and is now where we would expect.		
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4	SBC Director appointment	<p>The new temporary post of Director has been filled and the successful candidate will start on 22 July for a two-year secondment. The Commissioner will be meeting with the Director on 20 June and initial introductions will be made with the rest of the team at the conference.</p> <p>An induction has been developed for the new Director and the BSO will ensure all appointments are booked in diaries so the Director can spend time with each team member.</p>	<p>ICT to be set up prior to commencement of the new Director</p> <p>Team to ensure their diaries are up to date with holidays and meetings to allow scheduling of induction training</p>	<p>BSO and CSM</p> <p>All</p>
5	SBC/SPA/PSoS Biometrics Conference	<ul style="list-style-type: none"> ▪ Operational notes have been issued along with the latest Conference Programme Draft. ▪ The Ops notes provide details of everyone's roles for the conference. ▪ CSM and BSO have agreed to be there the day before to help set up. ▪ Notebooks and pens have been ordered and will be delivered in time for the conference. 		

6	Policies and Procedures	<p>The updated Strategic Risk Register will be published on the website shortly.</p> <p>The updated Business Continuity Plan has also been updated and is available to the team.</p> <p>All agreed we should have the following additional policies:</p> <ul style="list-style-type: none"> ▪ Wellness Support ▪ Training Policy including training needs analysis ▪ Smoke Free Policy ▪ Period & Menopause Policy ▪ Mental Health & Wellbeing Policy 	<p>Strategic Risk Register to be published on the website</p> <p>CSM to produce additional policies</p>	<p>CSM</p> <p>CSM</p>
7	Audit(s)	<ul style="list-style-type: none"> ▪ CSM confirmed the annual audit report has been received from our internal auditors. The reports show our audits for the year along with the level of assurance. ▪ The internal audit for corporate governance took place in in May and CSM is awaiting the report which should be available shortly. ▪ The CSM is currently writing the ARA and will be in touch with team members for information. 		
8	Data Protection	<p>CSM attending the SPCB's data protection meeting this afternoon.</p> <p>BSO to create a data processing activities spreadsheet. The spreadsheet will confirm what personal data we hold, where we hold it, the legal basis that we rely on for processing and the length of time we hold it for as well as who we share it with. This information can be found within each of the MoU we hold with those to whom our functions extend.</p> <p>CSM reminded everyone to complete their data protection training and add completion dates to the corporate training log.</p>	<p>Data processing activities spreadsheet to be created</p> <p>Complete data protection training (both SG and Scottish Parliament) and add dates to the training log</p>	<p>BSO</p> <p>All</p>

9	Cyber Security	Nothing to note		
10	Training	<p>OM confirmed accommodation for his course at Ku Leuven University in Belgium is being provided in the university's student accommodation – the cost of such will be invoiced after attending the course.</p> <p>CSM confirmed requests for interviews for master's degree have been issued and are currently being scheduled. They are likely to be during July, August and September.</p>		
11	Annual Leave / Flexi Leave	The Commissioner reminded the team to take holidays prior to the end of the holiday year in September.	Annual leave to be booked	All
12	AOCB	<p>All agreed the office closure from 24 December to 3 January (inclusive).</p> <p>The Commissioner confirmed that the DPDI bill will no longer go ahead and therefore the Biometrics and Surveillance Camera Commissioner post will remain. The current Commissioner is expected to remain in place and has been asked if he wishes to join our Advisory Group.</p> <p>Discussions have taken place around the National Custody Imaging Project – PRUM 2 includes images so the UK need to be involved, this work will come to future FINDS meetings. The database will be similar to the current databases for DNA and fingerprints.</p> <p>Corporate Serves Manager confirmed the monthly budget report has been received and will share with the Commissioner.</p>	CSM to send latest budget monitoring report to the Commissioner	CSM