

Scottish Biometrics Commissioner – Monthly Management Team Meeting

29 August 2024 via MS Teams

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

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 ToR for the assurance review on DNA has been published on our website. The ToR for the assurance review on Retrospective Facial Search will be published on the website later this week. Laws of Retention All responses for the Laws of Retention review have been collated and a revised draft report will be issued in September.	ToR to be added to website when available Draft report to be disseminated	BSO OM

		<p>Complaints No complaints have been received.</p> <p>Stakeholder Engagement The OM has been having discussions with Prof. Peter Fussey and Daragh Murray regarding the ToR for the RFS assurance review.</p> <p>OM has also been engaging with Scottish Government on the Laws of Retention report.</p> <p>The Director has met with the Scottish Government’s forensics policy team and has arranged future meetings with Scott Ross from the SPA and Phil Chapman from the PIRC.</p> <p>Section 31 and 32 reports The first draft of the ARA is back from the publishers and to be circulated to the team for feedback.</p> <p>Newsletter Business Support Officer reminded the team to get photos from conferences and meeting to publish in the December Newsletter.</p>		
			Feedback from team to be sent to CSM ASAP	All
			Photos to be sent to BSM for next newsletter	Director and OM
5	Policies and Procedures	CSM has provided feedback to SPSO HR and SPSO Finance on changes to the current policies.		
6	Audit(s)	The draft ARA will be issued to the Advisory Audit board on 4 September in time for the meeting on 11 September. The plan is to have the ARA signed on 24 September and lay it before the Parliament on 26 September. The internal audit on financial controls is due to take place in September - the CSM is awaiting feedback from SPSO HR and Finance to see if they can accommodate the request within their workload and commitments.	Send draft ARA to AAB	CSM

		David Watt, Chair of our AAB has asked to review the internal audit plan prior to the commencement of the Core Financial Controls audit.		
7	Data Protection	Data processing activities spreadsheet is currently with our DPO for review and meeting to be organised to get feedback and advise on changes	Meeting to be set up with DPO	CSM and BSO
8	Cyber Security	Nothing to note		
9	Comms and Engagement	<p>The team were asked to review the Comms and Engagement strategy and the C&E response pulled together by the Director. All agreed that option C – engaging a social media management app to manage our social media content was the best and most viable option.</p> <p>Social media policy to be created or make reference to appropriate sections within other relevant policies already in place – information should be provided as to both Corporate and Personal social media use. Our HR shared services team may already have one we can use.</p> <p>The Director has created a contact list of potential stakeholders we could contact to raise awareness of and highlight our social media to improve engagement.</p>	<p>Comms and Engagement Strategy to be reformatted</p> <p>C&E action plan to be created</p> <p>BSO to arrange meeting with Director to discuss C&E action plan.</p> <p>Media Management policy to be authored, with guidance around corporate/personal use of social media, signposting to existing 'Working for the SBC' handbook guidance and any other pertinent policies in existence</p>	<p>BSO</p> <p>Director</p> <p>BSO</p> <p>Director and CSM</p>

10	Scheme of Governance Control & Risk Management	The revised Scheme of Delegation was issued to the team and no comments provided as to proposed changes made. The document was agreed and will be taken to the Advisory Audit Board meeting on 11 September	Scheme of Delegation to be included in the AAB papers for the next AAB meeting	CSM
11	Analysis of the Public Sector Equality Duty	The OM presented a paper on Public Sector Equality Duty and feedback from the team was provided. It was agreed that we are in a good place with the specific duties listed in the schedule to The Equality Act 2010 (Specific Duties) (Scotland) Regulations 2012 however it may be advantageous to have an Equalities Action Plan	Equalities Action Plan to be created	CSM
12	Training	The Director has arranged for the team to access Police Scotland's empower hour sessions. The CSM attended a session on managing changes Highlighted that the OM is to attend the Leadership course run by College of Policing – to be booked within this financial year with attendance in 2025/26	Training course to be booked	OM
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 team were reminded to send this month's flexi sheets to the Director before the cut-off date.	Annual leave to be added to holiday system prior to the end of September	All
14	AOCB	Martyn Evans has stepped down from his role as Chair of the SPA board.	Letter of thanks to be issued to Martyn Evans on return from annual leave.	Commissioner