

## Scottish Biometrics Commissioner – Monthly Management Team Meeting

21 November 2024 via MS Teams and Bridgeside House

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

Item	Subject	Discussion	Actions	Lead
1	<b>Welcome</b>	The Chair welcomed attendees		
2	<b>Review of Minutes, Actions and Matters Outstanding from Previous meeting</b>	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	<b>Operational Plan</b>	<b>Thematic Reports</b>  <b><u>Retrospective Facial Search</u></b>  All initial face to face interviews have been completed and emerging lines of enquiry draft findings will be discussed with the Commissioner and HMICS in late December. Still awaiting answers to questions submitted re Police Scotland auditing processes in PND and CAID		

**DNA**

The Commissioner, Director and CSM attended the Police Scotland custody suite in Livingston and the forensic lab in Dundee to see the taking and processing of a DNA sample. The Commissioner confirmed he is still outstanding some information from SPA before the report can be drafted. CSM and the Commissioner to visit the Met forensics HQ in January where they will learn more about Rapid DNA.

**Laws of Retention**

The report has been published and picked up by several media outlets. Police Scotland has accepted the recommendations.

**Complaints**

No complaints have been received.

**Compliance Assessments**

Last year Police Scotland, the SPA and the PIRC were asked to complete a questionnaire with sixty-four questions. This year it will be a lighter touch with the request for a single letter assurance statement to be provided to the Commissioner by 21 December.

**Section 31 and 32 Report**

The Commissioner confirmed while he was in front of the Criminal Justice Committee last week the ARA was commended and the committee agreed we are value for money.

**Stakeholder Engagement**

Membership to Inclusion Scotland has been submitted and is currently under review.

		<p>The OM had attended three workshops set up by Digital Inclusion Scotland and also a workshop held by General Purpose AI.</p> <p>The Commissioner and Director attended a knowledge exchange with Professor Michael Macaulay who chairs an advisory group for NZ police on emerging technologies. New Zealand Police have decided to allow retrospective facial recognition but not live facial recognition.</p> <p>The Director confirmed that our social media followers are increasing.</p> <p>The Commissioner confirmed that he has been approached by Dame Diana Johnson from the Home Office to attend a roundtable to discuss live facial recognition. The Director will be attending on behalf of the SBC.</p> <p><b><u>Newsletter</u></b></p> <p>The December newsletter is nearly completed and will be issued once the Commissioner has attended the conference in Washington to allow its inclusion.</p>		
4	<b>Policies and Procedures</b>	Update from the CSM - Shared Services Agreement, Publication Scheme and Publication Scheme EqIA, Privacy Notice and Information Governance Handbook have all been reviewed and updated. Currently working on Finance Policies and and the Scheme of Governance and Risk Handbook.		
5	<b>Audit(s)</b>	<p>The report from our internal auditor on Core Financial Controls is still outstanding but the expectation is there will be at least one recommendation.</p> <p>Dates for our stakeholder engagement and cyber security audits to be agreed during 2025/26. It was agreed the audit for cyber security should not take place prior to June or July due to external audit commitments i.e. during Q3 or Q4.</p>	Dates for stakeholder engagement and cyber security audits to be agreed	CSM
6	<b>Data Protection</b>	Records Management plan to be submitted to NRS along with the Complaints manual deletion policy which is to be discuss under AOCB.		

8	<b>Cyber Security</b>	<p>CSM confirmed we have the option to use SPSO's training platform to automate our cyber security training. This would allow reports to show completion of training rather relying on team completing a spreadsheet.</p> <p>It was agreed due to current workloads that completion of training will be open from now until the end of January 2025 to allow time to complete it.</p>	CSM to approach SPSO to gain access to their training platform	CSM
8	<b>Shaping the next Strategic Plan – discussion paper</b>	<p>Draft outcomes were discussed by the team at a meeting last week.</p> <p>The discussion was around two different approaches. The first was providing outcomes for our next ARA and the second was shaping our next Strategic Plan to include outcomes.</p> <p>It was agreed that outcomes do not need to be aligned the Scottish National Outcomes however they should be aligned to our legislation.</p> <p>It has been agreed to request assistance from Evaluation Support Scotland for help to identify outcomes and how we measure impact.</p>	Evaluation Support Scotland to be approached to assist us with understanding outcomes development and evaluation of impact.	Director
9	<b>Training</b>	<p>The Operations Manager is attending Fire Marshall training at Bridgeside house on behalf of the SBC.</p> <p>The Director is attending two days of officer safety training in January as part of his current police duties</p>		
10	<b>SBC Pay, Pensions and Benefits Policy – Amendments</b>	CSM presented the policy and all agreed to amendments.		
11	<b>SBC Recruitment and Selection Policy - Amendments</b>	CSM presented the policy and all agreed to the amendments.		

12	<b>HR Policy - Performance Management Policy – Review</b>	CSM presented the policy and all agreed however CSM wants it to be more aligned to how the SBC conduct performance reviews.	Updated policy to be circulated	CSM
13	<b>Annual Leave / Flexi Leave</b>	<p>The Director reminded the team to start putting in their holidays for this year.</p> <p>Going forward where the Director or the Commissioner are on annual leave for a week or more the other must be able to cover. Like wise the Corporate Services Manager and Operations Manager must be able to cover for each other if either take annual leave which is 5 days or more.</p>		
14	<b>AOCB</b>	<p><b>Officeholder Landscape Inquiry</b></p> <p>The Commissioner discussed the Public Finance Committee paper which had previously been issued to the team. The conclusion of the paper is the current Officeholder landscape is not fit for purpose. The Commissioner confirmed that any Commissioners currently going through the legislative process will still go ahead but no expansion of current commissioner remits will be considered.</p> <p>The Commissioner confirmed we may be approached by the review around February / March time.</p> <p>To reduce costs further the Commissioner has asked CSM and BSO to identify publishing software which can be used for internal publication of reports.</p> <p>Complaints manual deletion process was circulated and agreed at this meeting.</p> <p>The Director discussed the team charter he had proposed and it was decided that we already have policies in place which cover the points of the proposed charter and therefore it was no longer required.</p>	<p>New publishing software to be identified</p> <p>Complaints deletion process to be issued to NRS.</p>	<p>CSM and BSO</p> <p>CSM</p>