

Scottish Biometrics Commissioner – Strategic Management Team Meeting

25 April 2024 via Teams

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

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 Management Team Meeting were reviewed, accepted as accurate, and approved for publication. The action log was reviewed and updated. No matters outstanding.	Minutes from previous meeting to be published on our website.	BSO
2	Ratification of governance decisions taken between meetings	None to discuss.		

3	Strategic Plan	<p>The laws of retention review which is being conducted in conjunction with the Scottish Government will be published later in the year.</p> <p>The Annual Report and Accounts will cover Section 31 and 32 reports together and it will be published by the end of October.</p> <p>The thematic review to be published by March 2025 will be a review of DNA. The Terms of Reference will be taken to the Advisory Group meeting in July/August. The SPA and The Leverhulme Research Centre for Forensic Science have agreed to be strategic partners for this review.</p> <p>Our compliance assessments for Police Scotland, the SPA and the PIRC have been completed and have been published on our website. These will now be based on exception reporting.</p>		
4	Strategic Risk Register	<p>The Strategic Risk Register was reviewed, and the following was noted:</p> <ul style="list-style-type: none"> ▪ SR1 – the Commissioner confirmed there is still a risk to the budget as the pay award for the team has not been communicated yet. ▪ SR2 – amendments to be made to mitigating factors. ▪ SR4 – KPI’s to be reviewed and will become more outcome focused. ▪ SR6 – the new Director position will provide additional resource. 	Extra bullet point to be added to SR1 to outline our budget given prior to pay award.	CSM
5	Business Plan	<p>There are currently 15 x KPI’s but only seven need to be discussed quarterly.</p> <p>KPI 1- The Commissioner and the Operations Manager have been meeting with the SPA, PS, and the PIRC on a regular basis. The Commissioner is going to review the value of this KPI in his next Strategic Plan.</p> <p>KPI 2 – Our next Advisory Group meeting will be held July / beginning of August. Amend this KPI to read ‘meet 3 times’</p> <p>KPI 3 – The Images review was published on 25 March 2024 and has been well received. The review for this year will be on DNA.</p> <p>KPI 4 – The next newsletter will be issued in June.</p> <p>KPI 5 – The website footfall has remained steady. The Commissioner is considering dropping this KPI in his next Strategic Plan.</p>	KPI 2 to be amended as per previous decision made at Advisory Group re number of times to meet	BSO

		<p>KPI 6 – The recommendations highlighted in our 2022/23 thematic reports are still outstanding. It is hoped they will be completed by June. The Commissioner confirmed that future recommendations may have a time scale attached to improve timeliness.</p> <p>KPI 7 – Section 31 and 32 reports to be amalgamated and contents to be discussed at the strategic away day.</p>		
6	Stakeholder Engagement	<p>The OM has been invited to speak at the Internet Law and Policy event at Strathclyde University later in the year.</p> <p>The Commissioner is to attend the following:</p> <ul style="list-style-type: none"> ▪ Meeting with the Parliamentary Finance Committee ▪ Meeting with Tony Eastaugh the Biometrics and Surveillance Camera Commissioner ▪ Invites have been issued for the symposium being held in June 		
7	Data Protection incl. Records Management	No items discussed.		
8	Budget & Finance	<p>Budget known but the Commissioner and CSM confirmed that the pay award for this year is not known yet.</p> <p>The Commissioner confirmed half of the costs for the Law of Retention publication will come out of our budget. Publications costs have risen over the last year.</p>		
9	Audit(s)	<p>CSM and the Commissioner attended a meeting with our external auditors, and it has been agreed to replace the 2025/26 audit of HR policies with cyber security.</p> <p>This years' internal audits will include Corporate Governance and Core Financial Controls.</p> <p>This year's external audit will take place the last 2 weeks in July.</p>		

10	Business Continuity	Business Continuity plan has been updated and will be issued to the team shortly. The finalised policy will be saved in ERDM and then taken to the next AAB meeting in August.	Business Continuity Policy to be taken to August AAB	CSM
11	Complaints <ul style="list-style-type: none"> ▪ Code of Practice ▪ Customer Service 	No complaints received Response received from Police Scotland on how they would like us to deal with SAR. This process is to be added to the complaint's procedure.	Police Scotland SAR process to be add to complaints procedure	BSO
12	FOI and SAR	The quarterly submission to the Scottish Information Commissioner confirming FOI and EIR requests has been submitted. The ICO have contacted the Commissioner to confirm they have received an FOI requesting for correspondence between us and the ICO regarding DESC. The Commissioner confirmed that he was happy for the email correspondence to be part of the response.		
13	ICT / Cyber Resilience	<ul style="list-style-type: none"> ▪ Shared Services ICT Code of Conduct to be amended to either include all logos or no logos. Once amended it will be available to view in Objective Connect. ▪ A joint training platform will be in place shortly, but everyone should have access. ▪ CSM confirmed Teams telephony has been set up for just short of a month and is working well. ▪ Objective Connect now requires multifactor to access documents. ▪ BSO has create a document to explain how to set up a rule to move some emails directly to a designated folder. ▪ Laptop available for new Director when in post – will determine if mobile phone also needed 	BSO to circulate procedure for creating email rules. CSM to liaise with Director (once in post) re additional equipment needed	BSO CSM
14	Strategic Away Day Agenda	Agenda for the day agreed and any other additional items to be advised ASAP.		

15	Wellbeing, Health & Safety, Employment Matters	<p>Findings from the staff engagement survey are to be discussed next week and a follow up session with HR Staple is planned for our away day to build on the insights training completed last year.</p> <p>The Commissioner thanked the team for inputting holidays and reminded everyone the remainder of holidays to be taken before the end of the holiday year in September.</p>	Team to ensure all leave is taken and recorded within Moorepay before the end of the holiday period / September	OM, CSM and BSO
16	AOCB	Applications for the SBC Director post have been received and interviews will be taking place on 6 May.		