

Scottish Biometrics Commissioner – Monthly Management Team Meeting

Thursday 25 May 2023 at Scotland House, Brussels

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
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 Management Team Meeting were reviewed, accepted as accurate, and approved for publication The action log was reviewed and updated	Minutes from previous meeting to be published on our website	BSO
3	Operational Plan	Thematic reports This year the Annual Report and Accounts will be separated into two reports. The Section 31 report is progressing and will be ready for the meeting in July with Audit Scotland. The Section 32 reports is also underway and will be ready later in the summer Laws of Retention The Laws of Retention workshop has been organised for 12 June at Bridgeside House. The agenda and any papers for the meeting will be issued in due course		

		<p>Complaints No complaints have been received</p> <p>Compliance Assessments Awaiting feedback re the framework</p> <p>Stakeholder Engagement During their visit to Brussels the Commissioner and his team attended meetings at the French Permanent Residence, the UK Mission, the Belgian National Institute for Criminalistics and Criminology, the Brussels Police Headquarters and with European Digital Rights (ERDi)</p> <p>Newsletter BSO is currently collating items for the June newsletter which will be issued next month</p> <p>The Terms of Reference for the images review which is to be held later in the year has been issued to Police Scotland, SPA and PIRC for their comments</p>	<p>Newsletter to be issued to Mailing list and added to website</p>	<p>BSO</p>
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4	Policies & Procedures	<p>The CSM is currently preparing a bespoke Finance Policy for the SBC Team which has been shared with SPSO colleagues for their feedback</p>		
5	Audit(s)	<p>TIAA have confirmed future dates of 2023/24 audit activity to take place during Q3 and Q4 of this financial year</p> <p>Dates have also been agreed with Audit Scotland for clearance meetings and the submission of the financial information of Section 31 report</p>		
6	Data Protection	<p>The CSM is now to start attending DPO network meetings (first taking place 29 June) and the DPO will be invited to attend a future MMT meeting with the SBC</p>	<p>Invite DPO to attend future MMT meeting</p>	<p>CSM</p>

7	Cyber Security	<p>CSM has issued the team with training sessions on various cyber security topics including how to spot a phishing emails and introduction to malware attacks</p> <p>BSO is also attending a business continuity event held as part of security awareness month</p>		
8	Training	The team is asked to update the corporate training log as and when they have completed any training courses	Complete training log	All
9	Annual Leave / Flexi Leave	The Commissioner issued a reminder to the team to input their holiday requests to ensure holidays are taken before the end of the holiday year and to reacquaint themselves with the corporate Annual Leave policy as to when leave should be taken throughout the year (to prevent a build-up of unused leave by Q4)	Team to book in leave	All
10	AOCB	Nothing discussed		