

## Scottish Biometrics Commissioner – Strategic Management Team Meeting

**16 April 2025 @ Police Treatment Centre, Auchterarder**

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

Item	Subject	Discussion	Actions	Lead
	<b>Welcome</b>	The Chair welcomed attendees to the last Strategic Management Team Meeting of the financial year.		
1	<b>Review of Minutes, Actions and Matters Outstanding from Previous meeting</b>	Minutes from the previous Monthly 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
2	<b>Ratification of governance decisions taken between meetings</b>	The Commissioner requested the Director responsibilities are transferred to the Corporate Services Manager and redeploy monies to bring in a subject expert secondment from SPA to help with reports.		

3	<b>Strategic Plan</b>	<p>The Commissioner confirmed we are in the last few months of the Strategic Plan but the revised version of the current Strategic Plan has now been published on our website.</p> <p>A consultation is underway for the next Strategic Plan which will be published in November.</p> <p>A review of the Code of Practice is underway, and a revised version will be issued in July for further comments. This is also due to be published in and laid in Parliament by November.</p> <p>A retrospective look at the last four years will also be published to outline what we have achieved.</p>		
4	<b>Strategic Risk Register</b>	<p>Due to the Corporate Services Manager taking on the Director's responsibilities the Strategic Risk Register (SRR) does not require amendment. However, once the new ICT is in place it will need to be reviewed and amended where appropriate.</p> <p>The Landscape review may also affect the SRR and amendments may be required.</p>		
5	<b>Business Plan</b>	<p>There are currently 15 x KPI's but only seven need to be discussed quarterly.</p> <p><b>KPI 1</b> - No update.</p> <p><b>KPI 2</b> – Our next Advisory Group meeting will be held in July and it was discussed whether three meetings per year is sufficient.</p> <p><b>KPI 3</b> – Given the return of the Director to Police Scotland the Commissioner has agreed only one assurance review will be conducted each year.</p> <p><b>KPI 4</b> – The next newsletter will be issued the end of June.</p> <p><b>KPI 5</b> – The website footfall has remained steady.</p> <p><b>KPI 6</b> – Five complaints have been received and they are all now closed.</p> <p><b>KPI 7</b> – Section 31 and 32 reports – this was discussed as a separate item later in the meeting.</p>		

6	<b>Stakeholder Engagement</b>	<p>The Commissioner and Director will be attending the live facial recognition focus groups held by the SPA and the subsequent conference to be held in Edinburgh on 16 May.</p> <p>The Director attended the March FINDS meeting in London.</p> <p>The Operations manager has been asked to attend the following:</p> <ul style="list-style-type: none"> <li>• Scottish International Policing Conference in May</li> <li>• Law Enforcement in a Digital Age: Protecting State and Citizen in June</li> </ul> <p>Data Protection Conference in September</p>		
7	<b>Data Protection incl. Records Management</b>	<p>No response has been received yet from NRS regarding our Records Management Plan. However this will have to be updated once our new ICT is up and running.</p> <p>Having recently attended the Data Protection Officers meeting the Corporate Services Manger confirmed that a new data protection bill will be passed shortly which may affect our privacy notice and the name of the Information Commissioner Office will be changing to the Information Commission</p>		
8	<b>Budget &amp; Finance</b>	<p>The CSM is expecting the end of year budget from the accountant in June.</p> <p>CSM confirmed drawdowns have started for 2025 and are at the expected amount.</p>		
9	<b>Audit(s)</b>	<p>External Audit still taking place at the end of July beginning of August.</p> <p>Internal Audit has been finalised and the audit on cyber security will now take place in Q3 or Q4 of 2025/26.</p>		
10	<b>Business Continuity</b>	<p>The new ICT will be in place by 7 May 2025 and the DPIA has been issued to our Data Protection Officer for comment.</p>	CSM to consult with DPO to complete the DPIA for the ICT transfer.	CSM

11	<b>Complaints</b> <ul style="list-style-type: none"> <li>▪ <b>Code of Practice</b></li> <li>▪ <b>Customer Service</b></li> </ul>	<p>No new complaints received, and previous complaints all closed.</p> <p>No customer service complaints received.</p>		
12	<b>FOI and SAR</b>	The quarterly submission to the Scottish Information Commissioner confirming FOI and EIR requests has been submitted.		
13	<b>ICT / Cyber Resilience</b>	ICT migration to take place at the beginning of May.		
14	<b>Wellbeing, Health &amp; Safety, Employment Matters</b>	<p>The Commissioner attended a meeting to discuss the 35 hour week and its benefits.</p> <p>A discussion took place about piloting a 4 day working week with SBC. It is currently being piloted elsewhere. It was agreed we would revisit later in the year but we all agreed for it to work it would have to be 35 hours worked over 4 days.</p> <p>New pay scales have been issued to the team.</p> <p>The blue screens requested have been issued.</p>		
18	<b>AOCB</b>	<p>The Commissioner confirmed due to the short notice no one will be able to attend the SPA Forensic Services knowledge exchange in Edinburgh on 13 May.</p> <p>The Landscape Committee will be attending Bridgeside House on 13 May. The Operations Manager and Business Support Officer to attend.</p>	.	