

## Scottish Biometrics Commissioner – Monthly Management Team Meeting

20 May 2025 via MS Teams

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

Item	Subject	Discussion	Actions	Lead
1	Welcome	The Chair welcomed attendees to the meeting.		
2	Review of Minutes, Actions and Matters Outstanding from Previous meeting	<p>Minutes from the previous Monthly Management Team Meeting were reviewed and a couple of amendments were noted.</p> <p>Item 2 is to be changed to the following.</p> <p><b>The Commissioner requested the Director responsibilities are transferred to the Corporate Services Manager and the funding for the subject expert secondment has already been agreed by the SPCB.</b></p> <p>A discussion took place around Item 3 where it was acknowledged that since the last meeting, it is probable that the reviewed Code of Practice will no longer be laid before Parliament in November due to a lack of space in the legislative programme.</p> <p>The action log was reviewed and updated. It was agreed that the action on updating the Strategic Plan and Strategic Risk Register were BAU and therefore should be removed</p>	<p>Minutes from previous meeting to be published on our website.</p> <p>Action Log to be amended to reflect discussions</p>	<p>BSO</p> <p>Director/CSM &amp; BSO</p>

		No matters outstanding from previous meeting.		
3	Operational Plan	<p><b><u>Thematic Reports</u></b></p> <p><b><u>DNA</u></b>  The Commissioner attended the SPA Forensic Services Committee where they discussed our recent assurance review on DNA. During the meeting, the Commissioner mentioned he was seeking reassurance from the Chief Constable that the recommendations would be completed.</p> <p>The DNA assurance review will be presented at the Criminal Justice Committee and will be taken to the SPA Board Meeting both of which are in November.</p> <p>The Commissioner would like the DNA assurance review to be brought to the next Police Scotland Biometric Oversight Board meeting.</p> <p><b><u>Strategic Paper on Fingerprints</u></b>  The Operations Manager has held discussions with Police Scotland and SPA Forensic Services to understand the current journey for fingerprints.</p> <p>An information request is with Police Scotland and SPA Forensic Services.</p> <p><b><u>Recommendations Tracker</u></b>  The current recommendations tracker needs to be updated to provide context and information on the status of the outstanding recommendations. The tracker should be a live document this would allow up to date information to be available for further meetings with Police Scotland.</p> <p><b><u>Complaints</u></b>  All complains have been closed.</p> <p>The review of the complaints process is being undertaken to include a section on the abandonment process. In addition, the policy is to be</p>	<p>DNA assurance review to be brought to the Police Scotland Biometrics Insight Board.</p> <p>Recommendations tracker to be reviewed and amended to ensure full details are incorporated</p> <p>Abandonment section to be included as tracked changes to Complaints policy then circulated amongst the team</p> <p>Complaints policy to be reviewed and amended to reflect Director feedback and lessons learned from a corporate perspective</p> <p>Images for the next newsletter to be shared with the BSO</p>	<p>Director/CSM</p> <p>Director/CSM</p> <p>Ops Manager</p> <p>Director/CSM &amp; BSO</p> <p>All</p>

		<p>reviewed and amended to reflect feedback from the previous Director and to incorporate lessons learned from the recent complaints.</p> <p><b><u>Stakeholder Engagement</u></b></p> <p><b>Commissioner</b></p> <ul style="list-style-type: none"> <li>• Attended the SPA's workshop on Live Facial Recognition (LFR) and presented at the subsequent conference.</li> <li>• Attended two meetings with the Home Office</li> <li>• Attended the SPA Forensic Services Committee</li> </ul> <p><b>Director</b></p> <ul style="list-style-type: none"> <li>• Attended the SPA's conference on LFR.</li> </ul> <p><b>Operations Manager</b></p> <ul style="list-style-type: none"> <li>• Held a meeting with Police Scotland and SPA's Forensic Services to discuss the next assurance review on fingerprints.</li> <li>• Met with the Landscape Committee at Bridgeside House for a tour.</li> <li>• Attended the SPA's workshop on LFR.</li> </ul> <p><b><u>Section 31 and 32 Report</u></b> Nothing to update.</p> <p><b><u>Website footfall</u></b> Numbers have remained steady.</p> <p><b><u>Newsletter</u></b> BSO is currently pulling together the next newsletter and has reminded the team to provide images to go alongside the articles.</p>		
4	<b>Policies and Procedures</b>	<ul style="list-style-type: none"> <li>▪ The Handbook tracker is to be saved in Teams to allow everyone to access it.</li> <li>▪ The Operations Manager is to review all operational policies.</li> <li>▪ The Director/CSM is to review and change all relevant policies and procedures due to the recent ICT changes.</li> </ul>	Handbook tracker to be added to Teams	<p>Director/CSM</p> <p>OM</p>

			Operational policies to be reviewed  All ICT-related policies to be amended	Director/CSM
5	<b>Audit(s)</b>	<p>Audit Scotland have been in contact with the Director/CSM to request information for the up-and-coming Audit.</p> <p>Our Discussion around finance element of our next Annual Report and Accounts, Director/CSM to liaise with SPSO and SPCB re future arrangements which will meet our business needs</p>	Liaison with SPSO and SPCB re future accountancy arrangements	Director/CSM
6	<b>Data Protection</b>	<p>We have received a response from NRS on our latest records management progress update report (PUR) submission, and we have been given all greens.</p> <p>Due to our new ICT system, the Director/CSM will contact NRS to ask whether we submit a new RM in the next year or wait until our next formal submission in 5-years. However, meantime work will begin on considering the changes needed to our records management.</p> <p>The Director reminded the team to make sure they do not over-write documents in the new 'eRDM'. All documents to be saved elsewhere and the new version uploaded to ensure we maintain the correct version trail of all our records.</p>	<p>Liaison with NRS re future amended RMP</p> <p>When required, records/documents to be saved elsewhere and then uploaded with a new version/date to 'eRDM'</p>	<p>Director/CSM</p> <p>All</p>
7	<b>Cyber Security</b>	SPSO to still provide CREW messages. Microsys agreed to provide training, the Director/CSM agreed to chase this up.	Microsys to be contacted re future cyber security training for the team	Director/CSM
8	<b>Budget</b>	<p>Still awaiting figures for last year's accounts – these are normally received late May/early June from the accountant.</p> <p>All drawdowns taken as normal.</p>		

9	<b>Next Strategic Plan</b>	Strategic Plan is to be amended to the Operations Manager is currently preparing the first draft of the next Strategic Plan (due by 14 July)		
10	<b>Code of Practice</b>	<p>The Operations Manager is currently reviewing the feedback from the Statutory Consultees.</p> <p>Any changes to the existing Code will not happening before 2026. The OM has an action to prepare a first draft of a review report to Parliament by no later than 16 September so that a publisher's version may then be prepared for laying in Parliament on or around 14 October</p>	<p>Report to be produced re review of the CoP</p> <p>OM to produce first draft of a review report no later than 16 September</p>	<p>OM</p> <p>OM</p>
11	<b>Theory of Change Logic Model and Outcomes Framework 2025 to 2029</b>	<p>Following the ESS workshops the Commissioner has pulled together a Theory of Change Logic Model and Outcomes Framework 2025 to 2029.</p> <p>The report includes four strategic outcomes which will tie in with the revised Strategic Plan.</p>	Director/CSM and BSO to link the outcomes to Strategic Plan and publish it on our website.	Director/CSM & BSO
12	<b>Impact Assessments</b>	The assessments were circulated and will be published on the website.	Draft to be removed from the document and then published on the website	BSO
13	<b>Training</b>	New ICT training will be available shortly.		
14	<b>Annual Leave / Flexi Leave</b> <b>Teams annual leave plans for 2025</b>	The Director/CSM reminded everyone to take their holidays before the end of September. OM highlighted they would like to take afternoons as leave throughout the school summer holidays	Annual leave to be added to spreadsheet and Moorepay updated	All
14	<b>AOCB</b>	<p>The Commissioner congratulated the Director/CSM and the BSO for a successful ICT migration.</p> <p>FOI response to be issued this week.</p>	FOI response	BSO