

## Scottish Biometrics Commissioner – Strategic Management Team Meeting

30 April 2026 (9.30 – 11.00) on MS Teams

<b>Attendees</b>	Brian Plastow - Scottish Biometrics Commissioner (Chair) Cheryl Glen – Director Karen McBride – Subject Matter Expert Joanna Milne - Business Support Officer (Minutes)
<b>Apologies</b>	Diego Quiroz - Operations Manager

Item	Subject	Discussion	Actions	Lead
1	<b>Welcome</b>	The Chair welcomed the attendees to the first Strategic Management Team Meeting of the financial year 2026/27  Apologies were received from Diego Quiroz		
2	<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 the following was noted <ul style="list-style-type: none"> <li>▪ Actions 5, 7 and 10 – due to long-term absence, the owner of these actions has been changed from the Ops Manager to the Director</li> </ul> No matters outstanding from previous meeting	Minutes from previous meeting to be published on our website	BSO

3	<b>Ratification of governance decisions taken between meetings</b>	None		
4	<b>Strategic Plan</b>	<p><b>Code of Practice</b></p> <ul style="list-style-type: none"> <li>▪ The Director is currently working through the proposed changes. These will be added to an updated draft version of the Code of Practice</li> <li>▪ The Commissioner has requested the draft revised version be sent to the twelve statutory consultees listed in Section 10(1) of the Act by the middle of May – with an explanation of why and what are the changes being made. The statutory consultees will be given 3 months to respond with any feedback</li> <li>▪ The draft revised version will also be made available on our website for 3 months (until mid-August) for feedback form the public</li> <li>▪ The revised version will then be taken to the in person Advisory Group meeting on 2 September and in October will be submitted to Scottish Government for laying before Ministers</li> </ul> <p><b>Outcomes report</b></p> <p>The Director is in the process of producing the outcomes report. The Commissioner has requested a publisher’s version of the report be laid in Parliament week commencing 22 June prior to the summer recess and to help inform the statutory Scottish Government review of the SBC function under Section 6 of the Act. The report from the Scottish Government is due in the autumn</p> <p><b>ARA</b></p> <p>The Director is waiting on the unaudited budget figures form our accountant prior to commencing the ARA. The figures are expected by the end of June</p>		

5	<b>Strategic Risk Register &amp; Business Continuity</b>	<p><b>SRR</b> The Director met with the chair of the AAB to discuss the Strategic Risk Register. It was agreed no changes were necessary at this time</p> <p><b>Business Continuity</b> The Director confirmed future testing of business continuity would cover IT</p>		
6	<b>Strategic Update</b>	<ul style="list-style-type: none"> <li>▪ The Director met with Police Scotland to discuss the recommendations from our assurance reviews and for their regular catch up</li> <li>▪ The Director also met with the SPA re LFR and the Code of Practice – there was a discussion about the potential for a future section and/or Annex to the CoP which could specifically focus on the use of LFR</li> <li>▪ The Director &amp; Commissioner provided positive feedback to our ICT provider Microsys at the annual review meeting</li> <li>▪ The Commissioner confirmed that all our objectives for the financial year 2025/26 have been delivered subject to our external audit. This is the fifth year we have operated within budget and have successfully delivered major projects</li> <li>▪ The Commissioner stated the one area the SBC have made little progress is expanding our outreach activity to new groups and networks especially those representing victims within the CJ landscape <ul style="list-style-type: none"> <li>○ However, it was clarified that little progress has been made due to long-term staff absence which has meant other pieces of work were redistributed within the team. Some of the operational capacity has been mitigated by having an SME seconded from SPA Forensic Services</li> </ul> </li> </ul>		
7	<b>Audit – recommendations</b>	<ul style="list-style-type: none"> <li>▪ The Director confirmed all internal audit recommendations have either been implemented or partially implemented <ul style="list-style-type: none"> <li>○ SPSO HR have confirmed pensions deductions are correct</li> </ul> </li> </ul>	Update internal recommendations tracker with ‘evidence’ from SPSO HR	Director

		<ul style="list-style-type: none"> <li>▪ Following a discussion the decision was taken not to make the assurance review recommendations publicly available on the website</li> </ul>		
8	<b>Outcomes Framework</b>	<p>The Commissioner provided some context for this area of work, highlighting how we/the SBC are working towards and achieving the outcomes within our framework:</p> <ul style="list-style-type: none"> <li>▪ SO1 – through our work we are improving lawful and ethical effectiveness</li> <li>▪ SO2 – increased confidence from the public is shown in the public engagement survey results and complaints remain low to us and to Police Scotland and the PIRC</li> <li>▪ SO3 – LFR and BWV are examples of where the SBC can visibly be seen to support these new technologies</li> <li>▪ SO4 – Strengthening the CoP can be evidenced through the pausing of PND FS by Police Scotland, recommending improvements and supporting LFR for specific areas of policing e.g. VAWG</li> </ul>		
9	<b>Data Protection</b>	<p><b>Impact Assessments</b> The DPIA for our new records management software is currently with the DPO and will then be sent to the Commissioner for final sign off</p> <p><b>Memorandum(s) of Understanding</b> The Director has updated the data sharing agreements working alongside the DPO, and these will be sent out for signing by Police Scotland, SPA and the PIRC</p> <p><b>Privacy Notice</b> This will be updated in line with the Data Use and Access Act</p> <p><b>Register of Processing Activities</b> This will be updated in line with the Records Management Plan</p>		

10	<b>Engagement</b>	<p><b>Comms &amp; Engagement Action Plan</b> The SME took the team through the proposed Comms and Engagement Plan. The Commissioner confirmed we can use the subject of the next assurance review to link in with potential stakeholders within the victim sphere. A further, more detailed look at C&amp;E will be delivered by the SME and BSO at the Strategic Away Day</p> <p><b>Correspondence</b> – nothing to report</p> <p><b>Newsletters</b> - next newsletter to be published in June</p>		
11	<b>Financial</b>	<p><b>Internal Asset Register</b> This is up to date</p> <p><b>Budget bids</b> All submitted on time; it was highlighted that the August bid will include budget for external HR support</p> <p><b>Medium-Term Financial Strategy (MTFS)</b> No update</p> <p><b>Secondments(s)</b> The Director confirmed the secondment of the SME is going well and relevant invoices have been received</p> <p><b>SPCB (approvals/forecasting)</b> The end of year financials has been supplied and since shared with SPSO Finance colleagues and the accountant for inclusion with the end of year 2025/26 audit</p>		
12	<b>Governance</b>	<p><b>Advisory Audit Board</b> The next AAB will be on 8 September</p> <p><b>Certificate of Assurance</b></p>	Tracked changes on the Working at SBC Handbook will remain in place until the return of the Ops Manager	Director

		<p>The SPCB has issued a new template which will come into effect later in the year</p> <p><b>Insurance</b> No update</p> <p><b>Policies and Procedures</b> The Working at SBC policy was circulated prior to the meeting and everyone agreed to the changes</p>	Amended certificate of assurance template to be developed, following guidance received from the SPCB	Director
13	<b>Information Management</b>	<p><b>Complaints</b> No complaints have been received</p> <p><b>FOI and SAR's</b> No FOI's or SAR's have been received but the quarterly statistics have been sent to the Scottish Information Commissioner</p>		
14	<b>Operational Update</b>	<p><b>Advisory Group (AG)</b> The next in person meeting will take place on 1 September 2026. The Outcomes Report and the revised CoP will be discussed at the meeting</p> <p><b>CoP compliance self-assessments</b> These will take place in Q4 of 2026/27</p> <p><b>National Assessment Framework</b> No update</p> <p><b>Police Scotland, SPA, PIRC – update(s)</b></p> <ul style="list-style-type: none"> <li>▪ The Commissioner confirmed strategic meetings progressing as normal. ACC Johnson retiring and ACC Mairs will be taking on Major Crime and Biometrics. Next Biometrics Oversight Board is on 24 June at Scottish Police College – both the Commissioner and Director will be attending</li> <li>▪ The Commissioner has met with COPFS in relation to forensic productions in criminal cases</li> </ul>		

		<ul style="list-style-type: none"> <li>▪ The Commissioner will share a paper on the Fingerprints assurance review to SPA Forensic Services Committee ahead of attending and presenting at the meeting on 7 May</li> <li>▪ The Commissioner, Director and SME have a meeting with the SPA Director of Forensic Services on 19 May about the next thematic assurance review which will delve into forensic imaging</li> <li>▪ On 21 May, the Commissioner will be speaking on AI in Policing in the leadership session of the Future Scot AI Conference in Glasgow</li> </ul>		
15	<b>Procurement</b>	No update		
16	<b>Records Management</b>	This was covered under agenda item 9, but the Director is waiting sign off the DPIA prior to purchasing and implementing the records management software and then starting to develop a new RMP		
17	<b>Wellbeing, Health &amp; Safety, staff matters, leave</b>	<ul style="list-style-type: none"> <li>▪ The Commissioner thanked the team for taking on extra work while the team have experienced staff absence</li> <li>▪ The pay award has not yet been agreed but as soon as it is will be back dated to April</li> <li>▪ The Commissioner has circulated his leave dates and asked that the team also input dates over the rest of the year</li> </ul>		
18	<b>AOCB</b>	<ul style="list-style-type: none"> <li>▪ Discussion took place around mandatory training courses available to us through the SPSO Learning Platform – a final list was agreed. The Commissioner has asked for the length of the training to be included within the training spreadsheet</li> <li>▪ The Commissioner highlighted that SPSO HR issue an updated list of corporate policies for each staff member to confirm they have read and understood the policy - this helps with their audits. The Commissioner left this with the Director to make the decision of whether the SBC should adopt this approach</li> <li>▪ The team discussed the agenda for the Strategic Away day</li> </ul>	Consider whether an updated list of corporate policies should be shared with staff annually to confirm they have been read and understood	Director