



Scottish Biometrics Commissioner – Strategic Management Team Meeting

4 November 2025 on MS Teams

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

| Item | Subject | Discussion | Actions | Lead |
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| | Welcome | The Chair welcomed the attendees to the last Strategic Management Team Meeting of 2025. | | |
| 1 | Review of Minutes, Actions and Matters Outstanding from Previous meeting | 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 | Ratification of governance decisions taken between meetings | None | | |

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| 3 | Strategic Plan | <p>Strategic Plan 2021-2025</p> <p>The Commissioner confirmed the last deliverable from this Strategic Plan has been completed and that we have completed more than we had originally planned although the additional work had been recognised in the Plan which was amended and laid before Parliament.</p> <p>Strategic Plan 2025-2029</p> <p>The new Strategic Plan has been approved by the SPCB with no amendments required and will be laid before Parliament on 10 November 2025. Work to be achieved includes suggested amendments to the Code of Practice which will involve a consultation with statutory consultees in early 2026; discussion groups will be held for any contested amendments; aim to lay the report late Summer/early Autumn.</p> <p>The Commissioner confirmed our outcomes report will be sent to Parliament but the time scale will be dependent on staffing, however we'll aim to have this completed by Summer 2026. The report will include an update on recommendations made through our Assurance Reviews and qualitative feedback from stakeholders.</p> | <p>Operations Manager to prepare a fully marked-up PDF version of the current Code of Practice showing all proposed amendments. The marked-up draft should clearly indicate the various proposed amendments and be completed and brought to the MMT meeting on 26 February 2026 for internal approval, prior to a version being circulated to all statutory consultees in early March</p> | OM |
| 4 | Strategic Risk Register | <p>The team discussed the current Strategic Risk Register noting the following comments:</p> <ul style="list-style-type: none"> ▪ SR1 – No change ▪ SR2 – The Commissioner highlighted the SBC demonstrated impact. The outcomes report which will be presented to Parliament will demonstrate stakeholder engagement and will provide additional information to the Scottish Government while compiling their review of the SBC's powers and functions. ▪ SR3 – The Commissioner holds regular meetings with statutory stakeholders but acknowledges the limited capacity for public interaction. The Commissioner also recognised other organisations we could be tapping into in the future. ▪ SR4 – The Director confirmed we have strong corporate governance. | | |

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| | | <ul style="list-style-type: none"> ▪ SR5 – The Commissioner explained cyber resilience is always going to be high and the business continuity plan and policy has been updated following staff and ICT changes. ▪ SR6 – The Commissioner confirmed the offer of staff training and the staff engagement survey have remained to ensure team development takes place. The review of the job descriptions has also taken place this year and has helped with staff engagement. | | |
| 5 | Business Plan | <ul style="list-style-type: none"> ▪ KPI 1 – The Commissioner attended weekly or monthly meetings with Police Scotland, the SPA, and the PIRC. ▪ KPI 2 – The next Advisory Group is diarised for 5 November. ▪ KPI 3 – The next assurance review will be on fingerprints and will be laid in March 2026. It is a joint review with Police Scotland, the SPA, the SPA FS and HMICS. The key lines of enquiry have been issued and visits diarised. Writing of the report will commence in December with a first draft being shared with HMICS in January for read-across and sense-check; a version will then be sent to partners for FAC around mid-January. ▪ KPI 4 – The next newsletter will be issued in December. ▪ KPI 5 – The BSO went through the number of views on the website and confirmed an increase after the Commissioner and Director attended the Biometrics Institute Congress. ▪ KPI 6 – All bodies complaint with code. ▪ KPI 7 – Annual report and accounts have been published and are available on the website. | | |
| 6 | 1st SG review of SBC powers and functions | <p>The Scottish Government are to review the functions and powers of the SBC no later than one year after the last day of the current Strategic Plan, which means producing a report no later than November 2026. They will look at whether the powers or functions of the SBC are fit-for-purpose or whether they should be amended or extended. The Commissioner stated that additional powers are not needed but the remit of the office should include prisons as they take/hold biometrics and that the office could take on public space surveillance as there is currently no oversight of this in Scotland. SG</p> | | |

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| | | colleagues conducting the review will attend the Advisory Group meeting on 5 November. | | |
| 7 | Stakeholder Engagement | <ul style="list-style-type: none"> ▪ The Commissioner and Director attended the Biometrics Institute Congress in London on 15 and 16 October ▪ The Commissioner had a meeting with ACC Johnson ▪ The Commissioner is meeting our new AAB chair and has a meeting with a Parliament researcher ▪ On 20 November, the Commissioner will be delivering the Institute of Advanced Legal Studies tenth Annual Conference annual lecture. ▪ The Commission and Director will be attending the SPA board meeting on 27 November | | |
| 8 | Budget & Finance | <ul style="list-style-type: none"> ▪ The Director took the team through the budget. ▪ The first quarterly SBC finance meeting will take place on Thursday 6 November. ▪ 2026/27 budget has been submitted but the outcome will not be known until February 2026 at the earliest. | | |
| 9 | Audits | <ul style="list-style-type: none"> ▪ Director confirmed the contract with our internal auditors is due for renewal this month and confirmed the current contract allows a two-year extension. The Commissioner agreed this was the best option. ▪ The Commissioner confirmed the SPCB have appointed the new chair of the Advisory Audit Board. | Contract with internal auditors to be extended Website to be updated with Chair's details and Declaration of Interest | Director BSO |
| 10 | Business Continuity | Business Continuity Plan and Policy have been updated and will be circulated round the team. | BCP plan and policy to be circulated round the team | Director |
| 11 | Complaints ▪ Code of Practice ▪ Customer Service | No complaints have been received. | | |
| 12 | FOI and SAR | None have been received. The quarterly figures have been submitted to the Scottish Information Commissioner. | | |

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| 13 | ICT / Cyber Resilience | <ul style="list-style-type: none"> The Director has been working with Microsys to make changes to the SharePoint site. Inventory of all equipment in the office to be done. | Full inventory of the office equipment | BSO |
| 14 | Data Protection incl. Records Management | <ul style="list-style-type: none"> The DPO has provided a spreadsheet to help with the changes from Data Use and Access Bill and changes will be made to policies where necessary. The Director is liaising with Microsys to develop a new file plan on SharePoint for all of our records. | Director to view and incorporate changes where required | Director |
| 15 | Wellbeing, Health & Safety, Employment Matters | <ul style="list-style-type: none"> The Commissioner thanked everyone for taking on extra work and reminded the team to take any toil due. A discussion to plan as to whether an employee survey was required next year will take place with HR Staple. | | |
| 16 | AOCB | <ul style="list-style-type: none"> The Commissioner confirmed that Genevive will be stepping down as chair of the Advisory Group. The meeting tomorrow will be Genevive's last meeting as chair. The Commissioner will be taking over as chair and will canvass the group to determine number of meetings per year The Commissioner also confirmed that William Websetr has been appointed to the position of Biometrics and Surveillance Camera Commissioner. | Relevant changes to be made to the Advisory Group on the website | BSO |