

Scottish Biometrics Commissioner – Monthly Management Team Meeting

27 August 2025 via MS Teams

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

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	Minutes from the previous Strategic Management Team Meeting were reviewed and agreed. The action log was reviewed, and all closed items are to be moved to the closed tab. No matters outstanding from previous meeting.	Minutes from previous meeting to be published on our website	BSO
3	Operational Plan	<u>Thematic Reports</u> <u>Fingerprint Assurance Review</u> The Terms of Reference for the fingerprint review had been circulated to stakeholders and all are supportive. The ToR have also been published on our website. Work on the assurance review will commence in September and will be led by the Commissioner, supported by our subject matter expert.		

		<u>Complaints</u> None received. <u>Stakeholder Engagement</u> The Director attended interviews for our new secondment position. The Operations Manager attended the Scottish AI regulatory working group and met with Northern Michigan University to discuss a possible meeting when they are in Scotland. <u>Section 31 and 32 Report</u> The ARA has been written and will be sent to the AAB next week for feedback and comment prior to the AAB meeting. The ARA will then be sent to Stand for professional formatting. <u>Website footfall</u> Numbers have remained steady. <u>Newsletter</u> The next Newsletter is due to December.		
4	Policies and Procedures	The Job Evaluation Policy and Sexual Harassment Policy were circulated and should be read by the team, these will be saved in Objective Connect. Thematic Assurance Review Handbook guidance to be reviewed and updated if necessary for sign-off at next team meeting. Scheme of Governance and Risk Handbook has been updated following ICT migration and will come to next team meeting for sign-off.	Policies available and to be read as and when required Assurance Review Handbook to be reviewed Scheme of Governance Handbook to be added to next TM agenda	BSO and OM OM BSO

5	Audit(s)	The external audit is in the final stages; the hope is to lay and publish the ARA by the end of September after being further discussed at the AAB on 9 September.		
6	Data Protection	There are several tasks on the action log which are to be completed now the Data Use and Access bill has been approved. The Director and BSO will be working with the Information Manager from the Parliament on a revised records management system.		
7	Cyber Security	IT training is to be complete by the 24 September. The BSO is working with IT on email encryption and the potential of a mobile hotspot.		
8	Budget	The Director shared the budget position so far for this financial year.		
9	Next Strategic Plan	All key stakeholders have responded except for the Criminal Justice Committee who have until 15 September to respond. The OM will compile and analyse the feedback with a draft being submitted to the SPCB prior to submission to the publishers.	Updated draft of Strategic Plan to be sent to the Commissioner then shared with SPCB	OM
10	Code of Practice	Work has commenced on the Section 14 report which reviews the Code of Practice, the OM will produce the draft and send through to the Director. Structure of the report has previously been shared by the Commissioner. Discussion around the due date for this report – OM and Director to discuss further.	Section 14 report to be with the Director by either 16 or end of September Post meeting note: the end of September was not agreed and during a subsequent meeting the 19 September was agreed	OM
11	Training	Team reminded that ICT training to be completed by 24 September.	Complete ICT training	All

12	Annual Leave/Flexi Leave Teams annual leave plans for 2025	All annual leave for this year is in the system and holidays cannot be added until new holiday year starts.		
13	AOCB	The new secondee will be starting on 22 September.	Director and BSO to liaise with Microsys to set up ICT and ICT equipment to be organised	BSO and Director