

Scottish Biometrics Commissioner – Monthly Management Team Meeting

27 February 2025 via MS Teams

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

Item	Subject	Discussion	Actions	Lead
1	Welcome	The Chair welcomed attendees to the first MMT Meeting of 2025.		
2	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
3	Operational Plan	Thematic Reports <u>DNA</u> The report was laid in Parliament on Wednesday 26 February. The report has produced a good media interest. The Commissioner and Corporate Services Manager will be attending the Forensic Services Committee meeting on 8 May to discuss the paper.		

		<p>The paper will also be discussed at the next SPA Board meeting.</p> <p><u>Retrospective Facial Search</u></p> <p>The draft report was send to HMICS and a sentence will be added to the report to reflect Craig Naylor's comments.</p> <p>A response has been received from Police Scotland re factual accuracy.</p> <p>The report is with HMICS for publication and will be laid before Parliament the last week in March.</p> <p><u>SBC recommendations monitoring</u></p> <p>The Commissioner and Director have a meeting with Police Scotland on Monday 3 March to discuss the recommendations.</p> <p><u>Complaints</u></p> <p>We have currently received five complaints against the Code of Practice.</p> <p>A response has been received from Police Scotland with regard to complaints four and five. Responses will be issued to complainants shortly.</p> <p>Now we have received a number of complaints the Complaints Process should be reviewed to ensure it is fit for purpose.</p> <p>The complaints policy is to be changed to include what steps are to be taken when there is no response from a complainer.</p> <p>No corporate service complaints have been received.</p> <p><u>Stakeholder Engagement</u></p>	<p>Item to be added to the March agenda for the team to review the Complaints Process</p> <p>OM to finalise closure of complaints two to five.</p> <p>OM to change the policy to include process for abandonment</p>	<p>BSO</p> <p>OM</p> <p>OM</p>
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		<p>The OM and Director are to meet with Scottish Youth Parliament to discuss their input to the Strategic Plan. A meeting is to be arranged before June.</p> <p>The Director received a tech update from Police Scotland including an update on their collaboration with Transport Scotland and an update re DESC and the rolling out of victim interviews on video. They are also introducing software to autodetect individuals on body worn cameras but not facial recognition.</p> <p>The Director and OM have been invited to Dalmarnock Police Station for an overview of DESC.</p> <p>The Commissioner and Director attended a meeting with the Scottish Parliament Corporate Body and then gave evidence at the Officeholder Landscape Review Committee.</p> <p>The Director received a brief from the LFR short life working group and the finalised report will include what scenarios/use cases that Police Scotland may consider future use of the technology. The final report will be sent to DCS McCreadie/ACC Johnson in March for consideration. .</p> <p>The SPA have issued their annual police confidence survey. The survey contains SBC-related questions. Analysis and feedback on results is expected around April.</p> <p><u>Section 31 and 32 Report</u></p> <p>Audit Scotland have received the information already requested.</p> <p><u>Website footfall</u></p> <p>BSO provided January figures for website.</p> <p><u>Newsletter</u></p> <p>No update</p>	<p>OM to arrange citizens assembly for adult protection input into new Strategic Plan</p>	<p>OM</p>
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4	Policies and Procedures	<p>All HR policies have been updated.</p> <p>Operational policies on the Handbook tracker are over 3 years old and are therefore required to be reviewed.</p> <p>The CSM confirmed all policies will need to be reviewed once the new ICT provision is in place.</p>	OM to review all Operational Policies in the Handbook tracker	OM
5	Audit(s)	<p>The external audit dates are week commencing 28 July and 4 August.</p> <p>Due to the change in ICT it was suggested that perhaps there is an opportunity to consider different internal audit areas – this will be further discussed with TIAA.</p>	CSM to confirm 2025/26 internal audit areas with TIAA following AAB	CSM
6	Data Protection	CSM and BSO are meeting our Data Protection Officer tomorrow to discuss finalising our Data Processing Activities spreadsheet.		
8	Cyber Security	Cyber Essentials not currently being renewed due to moving ICT provider.		
8	Budget	<p>2025/26 budget has not yet been received.</p> <p>CSM confirmed that we are currently within budget for 2024/25.</p> <p>Determination sent to SPCB in regards to ICT onboarding and new hardware.</p>		
9	Evaluation Support Scotland – Shaping our Strategic Outcomes(Discussion) & Strategic Plan	<p>The next meeting will be on 5 March. The meeting will be used to review the logic model and confirm outcomes.</p> <p>Changes can still be made to the board prior to the next meeting.</p>		

	2021/25 Amendments(s)			
10	Training	BSO is to attend a project management basics course in April.		
11	Annual Leave / Flexi Leave Teams annual leave plans for 2025	Director reminded the team to add in their holidays for 2025. The Commissioner confirmed the holiday he has planned for the rest of the year.		
14	AOCB	The Commissioner confirmed Tony Eastaugh is to be removed from Advisory Group. The Strategic away day is to be arranged for a date prior to Easter. BSO confirmed the Gantt chart has been saved in Teams and is available for review.		