

Scottish Biometrics Commissioner – Monthly Management Team Meeting

26 June 2025 via MS Teams

Attendees	Cheryl Glen – Director and 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 the following amendments were noted</p> <p>Some of the wording within the section under thematic reports is to be changed from “Fingerprint assurance review” to “Strategic Paper on Fingerprints” as well as adding in different wording to better reflect the discussion – “an information request is with Police Scotland”</p> <p>Wording at item 9 - 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)</p> <p>Wording at item 10 - Code of Practice to be changed to reflect the following: “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>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 & BSO</p>

		<p>The action log was reviewed, and all closed items are to be moved to the closed tab</p> <p>No matters outstanding from previous meeting</p>		
3	Operational Plan	<p><u>Thematic Reports</u></p> <p><u>DNA</u> Recommendation 4 is progressing well with the new joint Police Scotland/SPA strategy going to relevant executive teams prior to consultation. Recommendation 5 (SDNAD) - the SPA will be tendering for a new solution shortly. Recommend 6 (DNAC policy) - a decision has been taken to upgrade older SGM profiles to DNA24 but not SGM+ for now on the grounds of cost/benefit analysis. All other recommendations are accepted and will be progressed over the year.</p> <p><u>Fingerprint Strategic Paper</u> We will be looking at fingerprints and reporting to Parliament in March 2026. The Operations Manager is going to prepare a strategic paper by the end of next month setting out known threats, risks, and opportunities from a CJ and crime scene perspective. The paper will then be discussed before considering what should be in a TOR and who we might want to work with.</p> <p><u>Recommendations Tracker</u> The Director / CSM revised the recommendations tracker which has been updated with all the recommendations and current updates. This has now been saved in Teams to allow everyone to update it.</p> <p><u>Complaints</u> The current complaint we have is to be closed at the request of the complainer.</p> <p><u>Stakeholder Engagement</u></p>	<p>Prepare a strategic paper by the end of July</p>	<p>OM</p>

		<p>The Director / CSM has attended the following:</p> <p>11 June - Biometrics Oversight Board 18 June – FINDS meeting</p> <p>Since May the Commissioner has:</p> <p>21 May - delivered the ASPS memorial lecture at the ASPS Conference in Cumbernauld 29 May - attended the Heads of Inspectorates meeting on 29 May 30 May - did an interview with Holyrood Magazine on 30 May 6 June - met with SPCB 6 June - met with the SPA on 6 June on the LFR conversation and published a blog explaining why it could be a useful tool in support of the strategic response to violence against women and girls and children 10 June - met with the SPA to progress the SBC secondment request 11 June - met with the ACC Major Crime 11 June - attended an online behavioural biometrics symposium 19 June - met with the current SDNAD supplier to discuss re-platforming needs</p> <p>The Commissioner also attended several shared services meetings.</p> <p>The Operations Manager attended:</p> <p>16 June – workshop with Scottish Youth Parliament on our new Strategic Plan and the review of the Code of Practice 24 June – Policing, Justice, and Law Enforcement in a Digital age conference as a panel member</p> <p><u>Section 31 and 32 Report</u> The Director / CSM is in the process of producing the first draft of the ARA. The Commissioner has produced the foreword for consideration and obtained a data return from Police Scotland in relation to recommendations from our 2023 assurance reviews.</p>		
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4	Policies and Procedures	<p>Four documents were circulated round the team prior to the meeting.</p> <p>ICT Handbook – the only comment was the handbook needs to include how corporate value is assigned. This is under review by the Director / CSM and BSO.</p> <p>Health and Wellbeing – all changes accepted.</p> <p>Hybrid Working Policy – all changes accepted with a reminder that diaries need to be kept up to date.</p> <p>Amended draft business plan – Page 12 is blank, and page break needs to be removed.</p>	<p>How we are assigning corporate value</p> <p>Page 12 of draft business plan is blank, and it needs to be removed</p>	<p>Director/CSM and BSO</p> <p>Director/CSM</p>
5	Audit(s)	<p>A draft ARA is to be issued to Audit Scotland and AAB members prior to the AAB meeting on 9 September. This will allow changes to be identified prior to submission to the publishers.</p> <p>All internal audits are in the diary for 2025/26</p>		
6	Data Protection	<p>Director and CSM confirmed our DPO should be invited to one of our team meetings.</p> <p>An explanation of how to encrypt emails was circulated and should be used when sending sensitive information.</p>	<p>determine availability of DPO to attend one of our team meetings</p>	Director/CSM

7	Cyber Security	Our new IT provider will be starting IT training from 1 July this will include sending fake Phishing emails to ensure we are reporting them.		
8	Budget	Director / CSM attended the SPCB officeholder meeting where contingency funds and surrendering money at the end of the financial year were highlighted.		
9	Next Strategic Plan	<p>The Operations Manager is currently working on the first draft of the new Strategic Plan (SP). This draft is to be approved by the Director/CSM by Monday 14 July.</p> <p>A copy will also be issued to Police Scotland, the SPA, and the PIRC with a request for comments by 1 August.</p> <p>The SP will also be issued to our Advisory Group prior to the meeting on 23 July with comments by 1 August.</p> <p>Once feedback has been received it will be submitted to SPCB for approval. This will be completed by mid-August with a full published version by September subject to SPCB approval.</p>	First draft of SP to be submitted to the Director/CSM by 14 July and then issued to PSoS, the PIRC, the SPA and AG by 23 July	OM
10	Code of Practice	<p>Under section 14 a report is to be laid before Parliament no later than 15 November, but the Commissioner would prefer it was laid in late October after recess.</p> <p>To allow for these timelines to be met the Commissioner requires a first draft that is suitable for laying in Parliament to be available to the Director /CSM by the end of September at latest.</p>	Draft report under section 14 to be completed and issued to the Director/CSM by the end of September	OM
11	Complaints Procedure changes	The policy is to be further amended to include the verbatim description of the 12 principles and then, if possible, a sub heading to identify the reason for the complaint.	Complaints tracker to be updated	BSO
12	Training	No update.		

13	Annual Leave / Flexi Leave Teams annual leave plans for 2025	<p>The Commissioner reminded everyone to put their holidays in the diary.</p> <p>The Commissioner also confirmed the secondment which is being advertised shortly will help with resources going forward.</p>		
14	AOCB	<p>The Director/CSM reminded everyone they need the correct insurance to drive for work.</p> <p>The Commissioner discussed the report from the recent SPCB Landscape review and confirmed that we will continue to provide best value and engage with the parliament to highlight our work while continuing to make a case for the expansion of remit.</p>		