

Scottish Biometrics Commissioner – Monthly Management Team Meeting

27 March 2025 via MS Teams

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

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 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>RFS</u> The report was laid before Parliament on 26 March. The report has been picked up by several media outlets and the Director conducted three radio interviews including the BBC's Good Morning programme. The Commissioner would like to thank HMICS for their support with producing the RFS assurance review.	The Director to produce a short paper highlighting the results prior to our strategic away day on 16 April.	Director

		<p>The report will be taken to FINDS and will be presented at the SPA board meeting later in the year.</p> <p><u>DNA</u></p> <p>The report was laid 26th February and the Commissioner and CSM will be presenting the report at the SPA Forensic Services Committee on 8 May.</p> <p><u>SBC recommendations - monitoring</u></p> <p>The Commissioner and Director met with Police Scotland on 3 March to discuss the outstanding recommendations. There is no substantive update.</p> <p><u>Complaints</u></p> <p>All outstanding complaints have been closed and all responses have been saved. Since the latest complaint Police Scotland have identified a change to their letter of response as good practice.</p> <p><u>Stakeholder Engagement</u></p> <ul style="list-style-type: none"> ▪ The Director met with Scottish Prison Service to provide a knowledge exchange on body worn video. ▪ The Director has been invited to Dundee to discuss the body worn video which has been rolled out in the city. ▪ The Director has been in touch with COSLA and Scottish Youth Parliament to discuss our up and coming review of our Strategic Plan. ▪ The SPA kindly included some biometric questions in their yearly policing survey. The results are encouraging and show the public's confidence in biometrics is still high. ▪ Disability Equality Scotland have been approached with the hope they will provide a link to our easy read version of the Code of Practice. ▪ The Director is to attend the FINDS meeting in London on 1 April. ▪ The Director and OM to attend a meeting with Police Scotland to view DESC. 		
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		<ul style="list-style-type: none"> The Commissioner noted that Laura Paton has taken up the post of Commissioner for the PIRC. <p><u>Section 31 and 32 Report</u></p> <p>Items for input into the next ARA will be discussed at our Strategic Away Day.</p> <p><u>Website footfall</u></p> <p>BSO provided February figures for website.</p> <p><u>Newsletter</u></p> <p>No update</p>		
4	Policies and Procedures	<p>ICT policy sent to our new IT provider for their views and asking for their technical input.</p> <p>All other policies to be reviewed once the new ICT is in place.</p>	<p>ICT Strategy to be produced</p> <p>ICT-related policies to be updated in due course</p>	CSM
5	Audit(s)	<p>SPSO are aware of dates for our external audit.</p> <p>The Commissioner and CSM will be meeting with our internal auditors on Tuesday 1 April to discuss audits for 2025/26.</p> <p>Our AAB meeting was held on 11 March 2025.</p>		
6	Data Protection	<p>CSM to attend the DPA meeting with our DPO this afternoon where our move to a new ICT will be brought up to understand if a DPIA is required.</p> <p>When we move to the new ICT our current ICT provider has confirmed they will hold onto our information and will only delete it once we confirm we have everything.</p>		

		CSM has contacted our new ICT provider to discuss options for Wi-Fi in the office once we move to the new ICT provision.		
7	Cyber Security	No update		
8	Budget	2025/26 budget has been received. Monies have been received from SPCB for the ICT hardware refresh.		
9	Complaints Policy - Review	Review of the complaints policy has not yet been completed - once updated by the SBC team, the policy (as per our legislation) will be reviewed by Police Scotland, the SPA and the PIRC. A feedback option was proposed to gather information from complainers - changes to the contact form to include a question on how the complainer knew to contact the SBC.	Complaint process to be reviewed by the Director and OM and then circulated to the SBC team for further comments Complaints 'contact us' form to be changed to include a section on how the complainer heard about the SBC	SBC team BSO
10	Evaluation Support Scotland	Final session held and outcomes will be finalised at our Strategic Away Day on 16 April.	Final logic model to be produced at Strategic Away Day	SBC team
11	Training	<ul style="list-style-type: none"> Discussion around the SBC accessing the SPSO training platform is still ongoing. Microsys Solutions could provide Cyber Security training. BSO is to attend a project management basics course in April. 		

12	Strategic Away Day	The Commissioner has produced an agenda for the day, morning will be spent discussing ARA content then the afternoon will consider our logic model and forward looking operational matters for 2025.		
13	Annual Leave / Flexi Leave Teams annual leave plans for 2025	Director reminded the team to add their holidays for 2025 into Moorepay.		
14	AOCB	Feedback from SPCB on our revised Strategic Plan is still awaited.		