

Scottish Biometrics Commissioner
Monthly Management Team Meeting
27 August 2026 (9.00 – 10.30) on Microsoft Teams

Attendees	Brian Plastow - Scottish Biometrics Commissioner Cheryl Glen – Director (Chair) Karen McBride – Subject Matter Expert (SME) Joanna Milne - Business Support Officer (Minutes)
Apologies	

Item	Subject	Discussion	Actions	Lead
1	Welcome and apologies	The Chair welcomed attendees to our August meeting		
2	Minutes, actions and matters outstanding	- Minutes from the previous Management Team Meeting were reviewed and agreed - The action log was reviewed, and all closed items are to be moved to the closed tab	Minutes from previous meeting to be published on our website	BSO
3	Governance decisions taken between meetings	None		
4	Strategic Update	Forensic Imaging assurance review A discussion has taken place with HMICS to outline the requirements for the Forensic Imaging assurance review		

		▪ The ToR will be discussed at the Advisory Group Meeting to be held on 1 September Annual Report and Accounts ▪ The Commissioner thanked the Director for all her hard work on the ARA ▪ The draft Annual Audit Report has been signed off at the audit clearance meeting with no recommendations identified ▪ The ARA has been sent to the Advisory Audit Board members for review, and the meeting will take place on 8 September ▪ The signing of the ARA will take place on 10 August, and the ARA will be laid before the Parliament week commencing 14 August Code of Practice (CoP) consultation ▪ The closing date for the CoP is 2 September, and a reminder has been sent to those who have not yet replied ▪ All the replies received so far have been shared and a meeting will take place on 9 September to discuss ▪ Due to current workloads any changes to the CoP will now be completed by March 2027 Code Compliance assessments ▪ The Code Compliance assessments will take place over the winter, and the approach will be changed slightly from the previous assessments to include a question asking for a comprehensive list of every biometric database the stakeholder is using Article for 1919 magazine ▪ The Commissioner has written an article for 1919 magazine. The title of the article is <i>‘From ambivalence to assurance: Why Scotland needs a coherent public space surveillance strategy’</i>		
5	Audit(s)	▪ We have received the draft Annual Audit Report and there are no recommendations ▪ The ARA is currently with all AAB members for final review		

		- There is one more year on the Audit Scotland contract but there is a potential for a two-year extension - The internal audits for this year will be HR policies in Q3 and Records Management in Q4		
6	Data Protection	- The DPIA for the new records management has been signed off and discussions will now take place to implement the new system - DPO to be invited to MMTM later in the year	Invite to be sent to DPO to attend an MMTM prior to the end of the year	BSO
7	Operational Engagement	<u>Newsletter</u> - The newsletter will be written by the team and the BSO will issue list of items to be included <u>Stakeholder engagement</u> - The SME and BSO had a discussion with the Scottish Youth Parliament. They have agreed to share our website and our Children and Young People assurance review - The Commissioner, BSO and SME met with Scottish Women's Aid to discuss how we can work with them to increase our visibility to women and other organisations who use their services <u>Website</u> - The website figures were shared - The rebrand of the website will take place w/c 28 September. There will be training provided to the team	A list of items for the newsletter to be issued to the team	BSO
8	Financial	The current financial position has been issued to the AAB members. At the meeting, the Director shared the re-phased budget until the end of the financial year, this has also been shared with the SPCB <u>SPCB (approvals/forecasting)</u> The SPCB are aware of the recruitment campaign which will take place shortly for a new Operations Manager		

		▪ The budget bid has been submitted to SPCB for next year with potential budget bids until 2029/30 ▪ Medium Term Financial Strategy has also been issued to the SPCB to help develop their MTFS up until 2030/31		
9	Governance	<u>Corporate Identity and Branding</u> No update <u>Policies and Procedures</u> The internal Guidance for Data Protection Complaints is awaiting details from the DPO and will be brought to the next MMTM		
10	Information Management	<u>Complaints</u> One complaint received and is currently being investigated <u>FOIs & EIRs</u> One FOI received and response issued		
11	Operational Update	<u>Recommendations Tracker</u> ▪ Discussions are to take place about publishing our recommendations on our website ▪ The Commissioner reminded the team that it is our decision to discharge recommendations once we have been provided with evidence <u>Police Scotland / SPA / PIRC</u> ▪ The Commissioner and Director have been invited to meet with the Human Trafficking Unit within Police Scotland and to attend a demonstration of LFR at Tulliallan ▪ The Commissioner attended an SPA member engagement session on the use of Briefcam ▪ The Commissioner attended the SPA Forensic Services Committee and has had several meetings with Police Scotland including a meeting with ACC Mairs ▪ The Commissioner has also had meetings with HMICS		

		Outcomes Framework It has been agreed that we will collect information yearly but at the moment we will only collect information which is publicly available Advisory Group The arrangements for the first in person Advisory Group meeting on 1 September have been finalised		
12	Training	All mandatory training is available on the training tracker and a reminder was issued that some of the training is to be completed shortly	Mandatory training to be completed	Director, BSO & SME
13	Leave	All leave balances have been taken		
14	AOCB	Email encryption ▪ The team were taken through the email encryption process; instructions are available in Teams ▪ The BSO and SME have been in contact with Microsys to understand the issue we are currently experiencing with encryption of certain documents and the inability to read emails which have been encrypted Subscriptions ▪ The BSO reminded the team the Google Alerts we receive can be changed if required ▪ The BSO is currently looking at subscriptions for publications and has asked the team to send details of articles they cannot access so we can understand demand	Update to be provided to team on outcome of email encryption issues once resolved Details of any articles which the team have been unable to access to be sent to BSO	BSO and SME All