Scottish Biometrics Commissioner – Monthly Management Team Meeting

25 November 2025 (9.30 – 11.00) via MS Teams

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

Item	Subject	Discussion	Actions	Lead
1	**Welcome and apologies**	The Chair welcomed attendees to the meeting. Apologies were received from Diego Quiroz		
2	**Minutes, actions and matters outstanding**	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>Fingerprints Assurance Review</u>** ▪ The Commissioner confirmed most of the field work for this review has been completed ▪ During the field work phase of the review the Commissioner and Subject Matter Expert met with the ICO to discuss data protection matters, have visited Gartcosh and Police Scotland in Dundee	Website figures to be sent to team Recommendations tracker to be moved into Teams	BSO Director

		▪ The writing of the report will be commenced shortly with the first draft available mid-January. HMICS have been asked to review the draft and ensure relevant cross-references are made ▪ The draft will be sent to our Advisory Group prior to the meeting at the beginning of February for awareness **Recommendations Tracker** ▪ The Director took the team through the recommendations tracker which has been amended to include all relevant updates and now includes an outcomes tab which will evidence the impact each recommendation has made annually. The tracker will be available within Teams **Complaints** ▪ No new complaints have been received, either against the Code of Practice or against the SBC **Stakeholder Engagement** ▪ The Commissioner was the main speaker at the Institute of Advanced Legal Services ILPC annual lecture ▪ The Commissioner was also interviewed by Radio Scotland after our new Strategic Plan was published ▪ The Commissioner attended the regular Heads of Inspectorates meeting ▪ The Commissioner and Subject Matter Expert attended Gartcosh and Police Scotland in Dundee as part of the Fingerprints Assurance Review fieldwork ▪ Commissioner met with the Chair of our AAB Gong forward the Commissioner will attend: ▪ A meeting with a Parliamentary researcher ▪ Briefing from the Home Office ▪ SPA Board Meeting to present our work over the past year ▪ Police Scotland Biometric Oversight Board ▪ Meeting with the SPCB The Director has attended the following:		

		▪ Met with our internal auditor to discuss our next internal audit ▪ Briefing from the Home Office ▪ SPA Board Meeting to present our work over the past year **<u>Website footfall</u>** BSO to provide team with up-to-date website figures around CoP report, ARA, and Strategic Plan engagement **<u>Newsletter</u>** The next Newsletter is due to be disseminated in December		
4	**Policies and Procedures**	The following were reviewed by the team, and all suggested amendments were agreed: ▪ Business Continuity Plan ▪ Business Continuity Policy ▪ Report Writing Guidance ▪ Scheme of Governance Control & Risk Management Handbook	Relevant policies to be added to website and stored in SharePoint	Director
5	**Audit(s)**	▪ The Director is currently pulling together an internal fixed asset register including photographs and details of all equipment (reference numbers and locations) used by the team and priced under the £500 threshold. Once complete this will be available in SharePoint ▪ Our internal auditors have agreed to continue with our contract invoking the two-year extension ▪ The next internal audit in December will be on Risk Management ▪ The new AAB Chair has been appointed; the Director has been in touch for their bio and Declarations of Interest which will be uploaded to the website once received	AAB chair details and declaration of interest to be added to our website	BSO
6	**Strategic Risk Register**	The Director took the team through the Strategic Risk Register; time was spent on each risk reading through the content then scoring both the gross and residual risk following agreement of mitigating actions. Agreed that further work needed on SR5 to reflect the conversation – Director to amend and send back to the team for final sign off	Amendments to SR5 required	Director

7	**Data Protection**	Director and BSO to review and where appropriate make changes to policies, complaints forms and the website following our DPO's feedback on the Data Use and Access Act The Director is working through the current file plan (which is now stored within SharePoint) and will begin adding respective retention dates		
8	**Cyber Security**	Nothing to update		
9	**Budget**	The Director shared the budget with the team; finalised report will be emailed once information has been received from SPSO	Budget paper to be circulated	Director
10	**Awareness session at Parliament**	▪ It was agreed to order the notebooks and pens previously ordered. A tablecloth and banner to also be ordered ▪ Information leaflet to be investigated with publishers to understand options	BSO to email company to order items required Leaflet to be sent to publishers for options	BSO BSO
11	**Training**	Nothing to update		
12	**Annual Leave/Flexi Leave**	The Director reminded the team to add holidays ASAP		
13	**AOCB**	No additional items		