

Scottish Biometrics Commissioner – Monthly Management Team Meeting

24 February 2026 (1.30 – 3.30) at Bridgeside House

Attendees	Brian Plastow - Scottish Biometrics Commissioner Cheryl Glen – Director (Chair) Karen McBride – Subject Matter Expert (SME) 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, particular mention to Karen as this was our first in-person team meeting since she joined our team. Apologies were received from Diego Quiroz		
2	Minutes, actions and matters outstanding	<p>Minutes from the previous Strategic Management Team Meeting were reviewed and agreed with one amendment</p> <ul style="list-style-type: none"> ○ Under Section 9 Data Protection - wording Memorandum(s) of Understanding to be changed to Data Sharing Agreements <p>The action log was reviewed, and all closed items are to be moved to the closed tab. Number of outstanding actions for the Operations Manager remain open</p>	Minutes from previous meeting to be published on our website	BSO
3	Governance decisions taken between meetings	None taken		

4	Strategic Update	<p><u>Fingerprints Assurance Review</u></p> <ul style="list-style-type: none"> ▪ The report is at the publishers for formatting ▪ Our media consultant has been approached to provide a media statement <p><u>Public attitudes/confidence survey</u></p> <ul style="list-style-type: none"> ▪ SPA has agreed to take the SBC through the findings on 9 March ▪ The Director has asked for the background demographics to better understand who is responding to the survey and to ascertain if we can use it as part comms and engagement plan ▪ SBC now have three years' worth of data and are looking to use it in the ARA <p>Commissioner highlighted he had been liaising with colleagues re a survey the Leverhulme Centre will soon be conducting on facial recognition – the Commissioner provided suggested questions for inclusion</p>		
5	Audit(s)	<p><u>External Audit</u></p> <ul style="list-style-type: none"> ▪ The dates for the 2024/25 audit are still to be set and will be advised now the AAB date has been agreed for Tuesday 8 September ▪ The Director confirmed that the ARA will be written and issued to the AAB before the AAB meeting on Tuesday 8 September ▪ The next internal audit will take place week commencing 23 March and it will cover cyber security 		
6	Data Protection	<p>The next Data Protection Officer (DPO) meeting is on Thursday 26 February and the BSO will be attending. The minutes for the previous meeting are in the DPO Teams folder</p>		
7	Operational Engagement	<p><u>Newsletter</u> The next newsletter is due in June, and it will include a blog from the SME</p> <p><u>Stakeholder engagement</u> No update provided</p>		

		<p><u>Website</u> The website footfall remains steady, but it is hoped it will pick up when the Fingerprints assurance review is published</p>		
8	Financial	<p><u>Internal asset register</u> The BSO and SME have been compiling the internal asset register and have requested images of the outstanding items</p> <p><u>Monthly management report</u> The Director confirmed we are currently under budget but there are still a few invoices to pay prior to year end</p> <p><u>SPCB (approvals/forecasting)</u> Nothing to note</p>	Images of WFH IT items to be sent through	Director & Commissioner
9	Governance	<p><u>Corporate Identity and Branding</u> Nothing to note</p> <p><u>Policies and Procedures</u></p> <ul style="list-style-type: none"> ▪ Report Writing Guidance – one amendment is to be made to the document regarding timings, otherwise it was agreed ▪ Neonatal Care Leave policy – this has been updated due to legislative changes ▪ Working for the SBC – Capability Policy and Procedure / Disciplinary Procedure – amendments approved 	Updated policies to be saved in SharePoint	Director
10	Information Management	<p><u>Complaints</u> No complaints have been received</p> <p><u>FOIs & EIRs</u></p> <ul style="list-style-type: none"> ▪ One FOI has been received, and a response is required by 11 March ▪ The Commissioner reminded the team that under Section 19 it is an offence to disclose confidential information <p><u>Retention of emails and records</u> The team were reminded that we should not be keeping any information after it is no longer required. Instructions will be added to the Report</p>	<p>FOI response to be sent</p> <p>Report Writing Guidance to be amended to reflect process of deleting documents once report has been published</p>	<p>BSO</p> <p>Director</p>

		Writing Guidance to remind the team to delete documents when the report is finished		
11	Operational Update	<p><u>Recommendations tracker</u> Updated following the meeting with Police Scotland and SPA</p> <p><u>Police Scotland, SPA, PIRC update(s)</u> No update provided</p> <p><u>Outcome Framework Indicators</u> Nothing to note</p>		
12	Training	The Director reminded the team to update the action log with confirmation AI training and Cyber Security training has been completed	AI and Cyber Security training to be updated on Action Log	All
13	Annual Leave/Flexi Leave	The Director confirmed leave balances and reminded the team to add holidays to Moorepay		
14	AI in the workplace	<ul style="list-style-type: none"> ▪ The Commissioner reminded the team that we are not using generative AI as it can produce incorrect information ▪ The Director is to contact Microsys to see if CoPilot can be disabled 	Contact Microsys to see if CoPilot can be disabled	Director
13	AOCB	Nothing to note		