

Scottish Biometrics Commissioner – Monthly Management Team Meeting

25 June 2026 (9.30 – 11.00) on Microsoft Teams

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

Item	Subject	Discussion	Actions	Lead
1	Welcome and apologies	The Chair welcomed attendees to our second meeting of the financial year Apologies were received from Diego Quiroz and Karen McBride		
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	The Commissioner confirmed the new Parliament has been set and the convener of the committee has been appointed along with the members that will make up the Criminal Justice Committee.		

		▪ The Commissioner is expected to meet with the Criminal Justice Committee, Public Audit Committee and Finance and Public Administration Committee once the Parliament reconvene in September. ▪ The Commissioner has received a response to his letter to the Cabinet Secretary for Justice. ▪ The Commissioner has also met up with SPCB and will share our Medium-Term Financial Strategy once it has been discussed at our July SMT and published. ▪ The Commissioner confirmed that the Outcomes report was laid before the parliament on 24 June and published on our website. ▪ The CoP amendments have been sent to the statutory consultees and has been published on our website. ▪ The Director has written this year's ARA and will share it with Audit Scotland in the coming weeks.		
5	Audit(s)	▪ The annual report from the internal auditors has been shared and will be part of the papers at the September AAB. ▪ The Director has agreed the 2026/27 and 2027/28 internal audit subjects. ▪ The ICT audit recommendations will be considered and where appropriate will be adopted. ▪ The external audit will take place the first two weeks in August.		
6	Data Protection	▪ The Director and BSO are attending the DPO meeting on 26 June. ▪ Two of the three data sharing agreements have been received.		
7	Operational Engagement	<u>Newsletter</u> ▪ The BSO confirmed now the Outcomes report has been published the Newsletter is ready for review. <u>Stakeholder engagement</u> ▪ Introductory emails to a range of external stakeholders are ready to be issued to increase our C&E role and raise awareness of our work ▪ The Commissioner and Director have held regular meetings with Police Scotland and SPA Forensic Services. ▪ The Director is attending the Police Scotland LFR meeting on 9 July.		

		▪ The Commissioner and Director met with the ICO. ▪ On 18 June the SME and Commissioner attended a training session with SPA fingerprints. <u>Website</u> The website figures were shared. They show an increase when the letter to the Cabinet Secretary was published.		
8	Financial	<u>Monthly management report</u> The Director will share the figures for May in due course. <u>SPCB (approvals/forecasting)</u> The Commissioner confirmed the deadline for our 2027/28 budget bid is 27 August 2026.		
9	Governance	<u>Corporate Identity and Branding</u> The website has been fully updated except for the Assurance Reviews. Investigations are currently ongoing to whether images can be added. <u>Policies and Procedures</u> The following policies were agreed and adopted: Data Protection Complaints Health and Safety policy Health and Safety Risk Assessment(s) Guide to Information (previously the Publication Scheme) Information Governance Handbook Scheme of Governance & Risk Handbook	BSO to work with Gecko to understand if images can be included in the Assurance Review section. Data Protection Policy to be published on the website.	BSO BSO
10	Information Management	<u>Complaints</u> No complaints have been received. <u>FOIs & EIRs</u> One FOI received and response issued.		

11	Operational Update	<u>Advisory Group</u> ▪ The next Advisory Group meeting is on the 1 September and will be in person at Bridgeside House. ▪ The agenda will be issued a month prior to the meeting and will include: ○ Code of Practice amendments feedback so far ○ Fingerprint Assurance review ○ Outcomes report ○ Timetable for Scottish Government review of SBC function ○ ToR for Forensic Imaging Assurance Review ▪ Going forward an agenda item will be added to discuss new technologies. The proposal is to ask members for an organisational biometric update. <u>Recommendations Tracker</u> ▪ Two recommendations from the Retrospective Facial Search Assurance Review have been discharged. ▪ Two recommendations have also been discharged from the DNA Assurance Review. <u>Outcomes Framework</u> ▪ Discussion to take place and tasks to be disseminated.		
12	Training	All training complete and updated on the tracker.		
13	Leave	All leave is in and added to Moorepay.		
15	AOCB	None discussed.		