

Scottish Biometrics Commissioner – Monthly Management Team Meeting

29 September 2025 (9.00 – 10.30) 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	<ul style="list-style-type: none"> The Chair welcomed attendees to the meeting. The Commissioner welcomed Karen our new Subject Matter Expert to the team. 		
2	Review of Minutes, Actions and Matters Outstanding from Previous meeting	<p>The following was highlighted in the minutes from the MMT on 27 August 2025:</p> <p>Section 10 – The Code of Practice Section 14 report action to be amended to reflect post-meeting conversation that 19 September was subsequently agreed.</p> <ul style="list-style-type: none"> The rest of the minutes were reviewed and agreed. The action log was reviewed, and all closed items are to be moved to the closed tab. Was agreed that the action re Assurance Review Handbook would be amended and taken forward by the Director. No matters outstanding from previous meeting. 	<p>Minutes from previous meeting to be published on our website</p> <p>Action Log to be amended to reflect discussion re Assurance Review Handbook</p>	<p>BSO</p> <p>BSO</p>

3	Operational Plan	<p><u>Fingerprints Assurance Review</u></p> <ul style="list-style-type: none"> ▪ The Terms of Reference for the fingerprints review had been agreed and is available on our website. ▪ The Commissioner has approached HMICS for additional resource to help with the quality assurance of the review due to current decreased capacity within the SBC team. ▪ The Commissioner issued the first draft of the Key Lines of Enquiry this morning to Police Scotland and the SPA for review. <p><u>Recommendations Tracker</u></p> <ul style="list-style-type: none"> ▪ The recommendations on the tracker were reviewed. ▪ The Commissioner confirmed the joint Police Scotland SPA FS Biometrics Strategic Delivery Plan has the recommendations with timeframes within the delivery plan. <p><u>Complaints</u></p> <ul style="list-style-type: none"> ▪ No new complaints received. ▪ One enquiry received which has been passed to Police Scotland for correct process. Response to be sent once received. <p><u>Stakeholder Engagement</u></p> <ul style="list-style-type: none"> ▪ The Director attended the FINDS meeting in Birmingham and attended the Forensics Services Excellence Awards in Stirling. ▪ The Commissioner is due to attend the following meetings with ACC Johnston and ACC Houston and will also attend a meeting with the Parliament Corporate Body. ▪ In October both the Commissioner and the Director will be speaking at the Biometrics Institute Congress in London. ▪ The Director is speaking at the Futurescot Digital Justice and Policing 2025 conference in Glasgow. <p><u>Section 31 and 32 Report</u> The ARA is currently with the publishers, and it will be signed off by the Commissioner and our external auditor's week beginning 6 October.</p>	<p>Recommendations tracker to be updated following meeting with Police Scotland</p> <p>Response to enquiry to be sent once information received from Police Scotland</p>	<p>Director</p> <p>BSO</p>
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4	Policies and Procedures	<ul style="list-style-type: none"> ▪ The Guide to Biometrics was circulated for comments and will be published to the website once agreed. <ul style="list-style-type: none"> ○ Karen to source references for graph ○ Contextual amendments to be made following feedback from the Commissioner 	Amendments to the Guide to Biometrics to be published to our website	Director BSO
5	Audit(s)	<ul style="list-style-type: none"> ▪ External audit has finished, and the ARA will be signed off and laid in the next few weeks. ▪ Internal audit will take place in December 2025 and March 2026. 		
6	Data Protection	<ul style="list-style-type: none"> ▪ Director is working with ICT provider on updating our File Plan structure. ▪ Director has also been liaising with colleagues in Parliament to understand and help purchase software to help with records retention. ▪ Policies and procedures will be updated following the introduction of the Data use and Access Bill now that our DPO has provided guidance. 	Policies and procedures to be updated.	Director
7	Cyber Security	The BSO demonstrated the email encryption with the team. Guidance has been stored within Teams.		
8	Budget	<ul style="list-style-type: none"> ▪ Director talked through the budget report. ▪ The Commissioner confirmed he has requested support from HMICS for the fingerprints review which will need to be included in the budget report. 	HMICS costs to be included in budget report	Director
9	Next Strategic Plan	The next Strategic Plan has been sent to the SPCB and our publishers. It will be added to the agenda for their meeting on 30 October after which it will be published on our website early November after firstly being laid in Parliament.		

10	Code of Practice	The Commissioner has been working on the Code of Practice review and it is out for factual accuracy checking for responses by close of business 10 October.	Any changes to be updated on CoP review and sent to publisher for final version	Director / Commissioner
11	Media Work	The Commissioner is proposing using our communications colleague to promote our ARA, our new Strategic Plan and the first review of the Code of Practice.	Contact our communications colleague to discuss media awareness	Director
11	Training	No update		
12	Annual Leave/Flexi Leave Teams annual leave plans for 2025	The holidays for the new holiday years will be available on shortly on the HR system.	Any holidays already booked for the next holiday year to be added to the system.	Director, Ops Manager and BSO.
13	AOCB	<ul style="list-style-type: none"> BSO attended the British Sign Language working party group to understand what other officeholders are implementing to help those who are deaf access our services. The BSO will attend further meeting and incorporate on our website where appropriate. The Commissioner reminded the team appraisals need to be completed by the end of October. The Commissioner watched the Landscape Committee on Parliament TV and it was confirmed no new Commissioner will be created after the Patient Safety Commissioner and Victims and Witness Commissioner. They will be encouraged to use shared services, and a separate committee will be given the responsibility to ensure accountability of all SPCB supported bodies. The Commissioner also acknowledged and thanked the team for taking on extra work and reminded the team to make sure they take the time back. 	Appraisals to be completed by the end of October	Director, Ops Manager and BSO