

## Scottish Biometrics Commissioner – Monthly Management Team Meeting

**18 December 2025 (9.30 – 11.00) via MS Teams**

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

Item	Subject	Discussion	Actions	Lead
1	<b>Welcome and apologies</b>	The Chair welcomed attendees to the meeting. Apologies were received from Diego Quiroz		
2	<b>Minutes, actions and matters outstanding</b>	<p>Minutes from the previous Monthly Management Team Meeting were reviewed and agreed</p> <p>The action log was reviewed, and all closed items are to be moved to the closed tab</p> <p>An action taken and agreed since the last team meeting was to amend the grievance policy. This decision, by the Commissioner and Director was made following conversations with SPSO HR and the Ombudsman. The updated policy better reflects our approach to independent investigations</p> <p>No matters outstanding from previous meeting</p>	Minutes from previous meeting to be published on our website	BSO
3	<b>Operational Plan</b>	<b>Fingerprints Assurance Review</b>		

		<ul style="list-style-type: none"> <li>▪ The Commissioner and SME have been working on the Fingerprints review, and it is hoped that the first draft will be available before Christmas</li> <li>▪ In the New Year, the draft will be sent to HMICS for review and to Police Scotland and the SPA for fact checking</li> <li>▪ The report is to be sent to the publisher early February</li> </ul> <p><b><u>Recommendations Tracker</u></b></p> <ul style="list-style-type: none"> <li>▪ No update since the last meeting</li> </ul> <p><b><u>Complaints</u></b></p> <ul style="list-style-type: none"> <li>▪ No new complaints have been received, either against the Code of Practice or against the SBC</li> </ul> <p><b><u>Stakeholder Engagement</u></b></p> <ul style="list-style-type: none"> <li>▪ The Commissioner and Director attended the SPA board meeting</li> <li>▪ The Director attended the SPA Policing &amp; Performance Committee</li> <li>▪ The Director attended the FINDS meeting</li> <li>▪ The Director also had meetings with our internal auditors and SPA Forensic Services</li> <li>▪ The Commissioner has met with the new Biometrics and Safety Camera Commissioner as well as the Scottish Parliament Corporate Body (SPCB)</li> </ul> <p><b><u>Website footfall</u></b> BSO provided figures for 2025 and the demographic of those who visit our website</p> <p><b><u>Newsletter</u></b> The December newsletter has been issued to those on our mailing list and has been published on our website. The next newsletter will be published in June</p>		
4	<b>Policies and Procedures</b>	<p>The Information Governance handbook is currently being reviewed. Policies to be reviewed linked to the records management software are:</p> <ul style="list-style-type: none"> <li>✓ File Type guidance</li> </ul>	Team have been asked to check the Business Continuity plan and	All

		<ul style="list-style-type: none"> <li>✓ Publication Scheme and EQIA</li> <li>✓ RMP checklist</li> <li>✓ File Plan</li> </ul> <p>In addition, the following policies will be reviewed and updated:</p> <ul style="list-style-type: none"> <li>✓ Complaints Handling Procedure</li> <li>✓ Finance policies</li> <li>✓ MoU with SPCB/DPO</li> <li>✓ Shared Services Agreement</li> <li>✓ Privacy Notice</li> <li>✓ FOISA procedure</li> <li>✓ Media Management Policy</li> <li>✓ Pay, pensions and benefits</li> <li>✓ Leave</li> <li>✓ Recruitment and Selection</li> </ul> <p>Business Continuity checklist will also be reviewed but meantime it was asked that all staff check emergency contact details within both the Teams spreadsheet and BC plan to ensure all remains up to date</p>	emergency contact list spreadsheet to ensure phone numbers, addresses and Next of Kin are up to date	
5	<b>Audit(s)</b>	<ul style="list-style-type: none"> <li>▪ Our internal audit of Risk Management has taken place. The report from our internal auditors provided areas of improvement but a substantial assurance rating was given over all</li> <li>▪ The next audit will be in March, and it will cover cyber security</li> </ul>		
6	<b>Data Protection</b>	The BSO is attending the Data Protection Officer (DPO) meeting held this afternoon. The Director has set up a folder in teams where minutes and agendas for DPO meeting will be held		
7	<b>Cyber Security</b>	The Director reminded everyone to complete their cyber security training	Cyber Security Training to be completed by end of January	All
8	<b>Budget</b>	The Director went through the budget and confirmed we are still well within budget. Outstanding expenditure includes the purchase of Adobe		

		InDesign, Records Management software, secondment invoice(s) due in January		
9	<b>Training</b>	The Director reminded everyone that we have access to all training modules on the SPSO training platform		
10	<b>Annual Leave/Flexi Leave</b>	Nothing to update		
13	<b>AOCB</b>	<p>The Commissioner took the opportunity to wish everyone a Merry Christmas and to enjoy the festive break</p> <p>The Director echoed the Commissioner's wishes and paid thanks to everyone for their support throughout the year and particularly since taking on the role of Director</p> <p>It was agreed that our next team meeting would be changed to a Teams meeting in the pre-emptive move that the weather may impact people travelling at that time of year. The Christmas meal to be rearranged for slightly later in the year</p>	Next team meeting to become Teams meeting	BSO