

Scottish Biometrics Commissioner – Monthly Management Team Meeting

26 May 2026 (13.30 – 14.30) at Police Treatment Centre, Auchterarder

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 our second meeting of the financial year Apologies were received from Diego Quiroz		
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	<u>Forensic Imaging assurance review</u> ▪ The Commissioner, Director and SME attended a meeting with Fiona Douglas, Director of Forensic Services to discuss the Forensic Imaging assurance review ▪ The ToR for the Forensic Imaging review will be updated with any comments from Fiona Douglas and Police Scotland then will be taken to our next Advisory Group before being published on our website ▪ HMICS have agreed to provide an inspector to help with the Forensic Imaging assurance review		
5	Audit(s)	▪ The Director to discuss our next internal Audit with TIAA. Decision to be made about revisiting a previous subject audited or a new subject ▪ The external audit will take place the first two weeks in August. The Director has written the ARA for 2025/26 which will shared be with Audit Scotland in due course	Director to decide on this year's internal audit	Director
6	Data Protection	The Director has updated the Data Sharing Agreements in line with the DUAA. Currently awaiting feedback from Police Scotland, the SPA and the IRC before final sign-off when all revised DSAs will be saved within SharePoint		
7	Operational Engagement	<u>Newsletter</u> ▪ The next newsletter will be published at the end of June once the outcomes report is complete. The plan is to produce the newsletter on Adobe InDesign <u>Stakeholder engagement</u> ▪ Meetings held with Fiona Douglas and HMICS regarding our next assurance review on forensic images ▪ The Director met with Diana and Raymond from Police Scotland ▪ The Commissioner met with ACC Mairs who has taken over from ACC Johnson <u>Website</u> ▪ The website footfall remains steady		

8	Financial	<u>Monthly management report</u> - The Director shared the end of year finances at the last meeting <u>SPCB (approvals/forecasting)</u> - No update		
9	Governance	<u>Corporate Identity and Branding</u> - The website will be updated with the new design next week - The BSO to contact SPCB to arrange an exhibition space for the SBC at the Parliament <u>Policies and Procedures</u> - None updated for the meeting - A standalone Health and Safety for SBC is to be created and the current Bridgeside House H&S policy to be reviewed - AI usage policy to be developed	email SPCB to arrange date for an exhibition space at the Parliament SBC standalone H&S and AI usage policy to be created Bridgeside House H&S policy to be reviewed	BSO SME and BSO SME and BSO
10	Information Management	<u>Complaints</u> - No complaints have been received <u>FOIs & EIRs</u> - No FOI's or EIR's received		
11	Operational Update	<u>Recommendations tracker</u> - The recommendations from the Fingerprint assurance review have been added to the recommendations tracker <u>Police Scotland, SPA, PIRC update(s)</u> - The Chief Constable, the SPA Chair, HM Chief Inspector of Constabulary - Scotland, the Director of SPA Forensic Services and the Commissioner from the PIRC have been approached for a quote to add to our Outcomes report - Police Scotland, the SPA and PIRC will be asked for their views on proposed changes to the CoP	CoP with amendments to be issued to all statutory consultees including PS, SPA and PIRC Meeting to be arranged to discuss Outcomes Framework	Director and BSO BSO to arrange meeting between

		Outcome Framework Indicators The Director, SME and BSO to discuss how best to collate evidence for the outcomes framework		Director, BSO & SME
12	Training	- Training on AI has been issued to the team by our ICT provider. This is to be completed and added to the training log - SME has added approximate timings for training to the log - BSO to provide training to the team on encryption to remind them how to encrypt emails. A request is to be sent to our ICT provider to add gov.scot to the list of encrypted email addresses	AI and Cyber Security training to be updated on Action Log Encryption training to be added to agenda for next MMT BSO to request the addition of gov.scot to the list of encrypted emails	All BSO BSO
13	Leave	The Director reminded the team to put in their holidays prior to the end of the holiday year in September	Annual leave requests to be added to Moorepay	All
15	AOCB	The Comms and Engagement paper was circulated to the team. The focus will be on the new website and once this has been updated the SME and BSO will start contacting target organisation to discuss how we can promote the work of the SBC	Meeting to be arranged to discuss next steps in relation to C&E Action Plan	BSO to arrange meeting between Director, BSO & SME