

Scottish Biometrics Commissioner – Strategic Management Team Meeting

30 January 2025 at Bridgeside House

Attendees	Brian Plastow - Scottish Biometrics Commissioner (Chair) Ross MacDonald – Director Diego Quiroz - Operations Manager Cheryl Glen - Corporate Services Manager Joanna Milne - Business Support Manager (Minutes)
Apologies	

Item	Subject	Discussion	Actions	Lead
	Welcome	The Chair welcomed attendees to the last Strategic Management Team Meeting of the financial year.		
1	Review of Minutes, Actions and Matters Outstanding from Previous meeting	Minutes from the previous Monthly Management Team Meeting were reviewed, accepted as accurate and approved for publication. The action log was reviewed and updated. No matters outstanding from previous meeting.	Minutes from previous meeting to be published on our website.	BSO
2	Ratification of governance decisions taken between meetings	None		

3	Strategic Plan	<p>The Commissioner confirmed first Strategic Plan expires on 30 November 2025.</p> <p>The Commissioner reflected on what we have achieved.</p> <p>In year one to December 2022, we:</p> <ul style="list-style-type: none"> • Published the National Assessment Framework • Published our Code of Practice • Completed the recruitment of staff • Published a Code complaints procedure • Established our website • Established corporate procedures and governance structures • Established the Advisory Group and Advisory Audit Board • Laid our first Annual Report and Accounts • Operated within budget <p>In year two to December 2023, we:</p> <ul style="list-style-type: none"> • Laid our first Assurance Review on vulnerable adults • Laid our second Assurance Review on children • Laid an Operational Report • Laid our second Annual Report and Accounts • Had our Records Management Plan approved • Commenced the review of the laws of retention • Operated within budget <p>In year three to December 2024, we:</p> <ul style="list-style-type: none"> • Completed compliance assessments on the Code for PSoS, SPA, PIRC • Laid our third Assurance Review on images • Co-hosted the Biometrics Conference • Onboarded the Director • With SG, laid the review of the laws of retention • Laid our 3rd Annual Report and Accounts • Operated within budget <p>By the end of year 4 on 30 November 2025, we will have:</p>		
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- Completed the second round of compliance assessments on the Code
- Laid our fourth Assurance Review on DNA
- Laid our fifth Assurance Review on retrospective image search
- Laid our first statutory review of Code under Section 14(2) by October
 - We will lay an updated Code
- Consulted on the shape and form of an outcomes-based Strategic Plan for 2025 to 2029 and laid it in Parliament in October

The Commissioner confirmed we have covered an enormous amount of ground in less than four years. Setting up the new low-cost function from scratch, delivering the Code, five Assurance Reviews, the review of the laws of retention, the conference, lots of partnership working, 4 ARA's, staying within budget and making twenty-one recommendations to Police Scotland and/or the SPA for improvement.

The Commissioner explained by April, we need to kick off the consultation on the shape and form of the next Strategic Plan and it will be another busy four years. The Commissioner also stated that for the next Strategic Plan they want the team to gear up the operational side of the business to producing two major reports each year, one in March and one in September.

The Commissioner also confirmed we will produce an outcomes report to lay before Parliament in March 2026. The report will look back at all we have achieved between 2021 and 2026 and outline the difference we have made and our impact.

The Commissioner confirmed the CSM will lead on the following:

- 2024/25 Annual Report and Accounts
- 2025/26 business plan
- Update the current Strategic Plan
- Outcomes report

		<p>The Commissioner also confirmed the OM will lead on the following:</p> <ul style="list-style-type: none"> • Consultation on the next Strategic Plan • The report to the Parliament on the first review on the Code. • Updating the Code of Practice • Assurance review on fingerprints 		
4	Strategic Risk Register	<p>The Strategic Risk Register (SRR) was reviewed and it was decided SR5 would be updated when the new Strategic Plan is published.</p>	<p>Development of new Strategic Risk Register with publication of new Strategic Plan</p>	CSM
5	Business Plan	<p>There are currently 15 x KPI's but only seven need to be discussed quarterly.</p> <p>KPI 1- The Director and the Operations Manager have been meeting with the SPA, PS and the PIRC on a regular basis.</p> <p>KPI 2 – Our next Advisory Group meeting will be held on 17 March 2025</p> <p>KPI 3 – The reviews this year will be on DNA and Retrospective Facial Search.</p> <p>The DNA report is currently out for factual accuracy checking and the first draft is with the publisher. The plan is for the report to be published week commencing 24 February.</p> <p>The first draft of the retrospective image search report has been produced and feedback from HMICS has been received. The report will be issued for factual accuracy checking on 7 February 2025.</p> <p>KPI 4 – The next newsletter will be issued in June.</p> <p>KPI 5 – The website footfall has remained steady.</p> <p>KPI 6 – No compliance issues.</p>		

		<p>KPI 7 – Section 31 and 32 reports – the initial engagement with Audit Scotland will commence next week and the full two week audit will take place week commencing 28 July 2025.</p>		
6	<p>Stakeholder Engagement</p>	<p>Since December, the Commissioner has or will be attending the following:</p> <ul style="list-style-type: none"> • Meeting with Home Office on driving licence images • Meeting with PSoS on Body Worn Video • Meeting with SPA Corporate on DNA • Visit to MET with the CSM • SPA Chair retiral • Meeting with new PIRC Commissioner • Meeting with ACC Johnson • Meeting with Liz Smith and Ross Greer MSP’s • Submitted evidence to the Officeholder Landscape Review • Accepted invite to speak at ASPS conference in May • Attend Officeholder Landscape Committee and SPCB at the Parliament on 20 February with the Director • In Belfast at end of February to give evidence to NI Justice Committee. <p>OM and the Director have met with the Scottish Youth Parliament and The Children’s and Young Persons Commissioner about their participation in our new Strategic Plan.</p> <p>The OM and Director also met with Equality and Human Rights Commission and attended Police Scotland’s live facial recognition working group.</p> <p>The Director met with CoPFS to discuss AI transcription of Police interview notes. The Director made it clear this was out with our remit.</p>		

7	Data Protection incl. Records Management	Records Management Plan PUR has been received by NRS and they will respond with any amendments with three months. CSM has updated the file type guidance and the file plan.		
8	Budget & Finance	CSM confirmed that all operational and future known payments have been factored into the budget for the rest of the year and therefore we will only be drawing down half of the drawdown in March. The Commissioner confirmed that our budget for 2025/26 has yet to be confirmed.		
9	Audit(s)	CSM confirmed that all recommendations for the internal audit have been signed off. Audit Scotland will start commencing their initial engagement with us next week and the full audit will take place week commencing 28 July.		
10	Business Continuity	BCP has been updated. A discussion took place on whether we should publish our Business Continuity Plan online.	CSM to contact our iTECS Customer Relations Manager to understand whether to publish our BC Plan.	CSM
11	Complaints ▪ Code of Practice ▪ Customer Service	No complaints received. One query received however no response has been received from the enquirer therefore it has been closed.		
12	FOI and SAR	The quarterly submission to the Scottish Information Commissioner confirming FOI and EIR requests has been submitted.		
13	ICT / Cyber Resilience	The current mobile phones will not be supported from March 2025 therefore new mobile phones to be requested.	Mobiles to be ordered.	BSO

14	Wellbeing, Health & Safety, Employment Matters	<p>Blue screens have been ordered for the Director and OM.</p> <p>The Director confirmed the annual leave balances and reminded everyone to take them by the end of September.</p> <p>The Commissioner also reminded the team that no more than 5 days annual leave can be carried forward with no exception.</p>		
18	AOCB	<p>The Commissioner asked if a staff survey should take place this year and it was agreed that it would be beneficial.</p> <p>An away day was agreed to discuss our next Strategic Plan and our review of our Code of Practice along with other reviews and papers. It was agreed to see if the Police Treatment Centre is available in May.</p> <p>The Gantt chart produced by the BSO was reviewed and agreed.</p> <p>CSM, BSO and OM have used the SPSO's training platform and agreed it was helpful to have all mandatory training in one place.</p> <p>The training animation has been produced but it has been agreed a voice over is required.</p>	<p>BSO to approach the Police Treatment Centre to understand dates available and costs.</p> <p>Gantt chart to be updated with all tasks.</p> <p>Costs for platform to be investigated.</p> <p>OM to provide voiceover for the training animation.</p>	<p>BSO</p> <p>BSO</p> <p>CSM</p> <p>OM</p>