

**FORENSIC SERVICES COMMITTEE
Rolling Action Log – Public Session**

Action No	Action	Action Owner	Status	Expected Date of Completion	Actual Date of Closure	Update/Comments
Meeting Thursday 7TH November 2017						
20171107 – PFSC – 001	Forensic Services Governance: Tom Nelson to create Forensic Services Governance Structure and accompanying manual in order that this can be discussed at the next Forensic Services Committee on the 15th February 2017.	T Nelson	Ongoing	15.02.18 10.05.18		01/02/18 – Propose move to May 2018 Proposed Ongoing
20171107 – PFSC – 002	Forensic Services Governance: Tom Nelson to discuss Risk Management with David Hume, Chair of Audit Committee, to ensure there is clarity on the management of Forensic Services risks.	T Nelson	OPEN	15.02.18		31/01/18 - Schematic of F/S risk management structure including reporting/approval has been provided to David Hume. Extract from the HMICS Thematic Inspection of Forensic Services published June 2017 also provide (it stated the risk management process is in line with good practice) Propose to Close

20171107 – PFSC – 003	Forensic Services Governance: Tom Nelson to submit a paper on Co-Option at to Forensic Services Committee on the 15 th February 2017.	T Nelson	Ongoing	15.02.18 10.05.18	01/02/18 - Propose move to May 2018 to consider Biometrics Advisory Report due out shortly Proposed Ongoing
20171107 – PFSC – 004	Terms of Reference: Sean Scott and Tom Nelson to provide suitable wording to reflect the developing tripartite relationship, by expanding section 2.2 or by adding an additional bullet point, and forward to Raymond Clements.	S Scott / T Nelson / R Clements	OPEN	15.02.18	01/02/18 – Wording sent to Sean awaiting feedback Proposed Ongoing
20171107 – PFSC – 005	Terms of Reference: Tom Nelson and Stephen McGowan to provide suitable wording to reflect the importance of Quality and the Regulatory Framework, by expanding section 2.3 or to adding an additional bullet point, and forward to Raymond Clements.	T Nelson / S McGowan / R Clements	OPEN	15.02.18	01/02/18 – Wording agreed and ToR amended Proposed Close
20171107 – PFSC – 006	Terms of Reference: Tom Nelson to provide rewording for section 5 to reflect the standing invitation to both the Crown Office and Police Scotland.	T Nelson	OPEN	15.02.18	01/02/18 - Tom sent in proposed wording Propose to Close

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20171107 – PFSC – 007	Forensic Services Performance Report: Nicola Marchant to discuss progressing Review of Demand Management across Justice System with Board.	N Marchant	OPEN	15.02.18		08/02/18 – Board made aware that Bob Hayes is leading on this with Justice, PS and Forensics on behalf of the Forensics Committee. The issue of demand management was part of the Board discussion which led to the Board approval of the Bioscience business case. Propose to Close
20171107 – PFSC – 008	Forensic Services Performance Report: Tom Nelson to arrange a Demand Management Review Session to discuss and reduce demand in Forensic Services in November 2017, with Forensic Services Committee Members, Forensic Services, Crown Office and Police Scotland.	T Nelson	OPEN	15.02.18		01/02/18 - Initial meeting held in Dec 2017. Now part of 2018/19 business plan Propose to Close
20171107 – PFSC – 009	HMICS Update Report: Vicki Morton to submit Update Paper on new Crime Scene Attendance Policy, highlighting changes and progress.	V Morton	OPEN	15.02.18		01/02/18 – V Morton will provide supporting paper to meeting of 15 th February. Proposed Ongoing
20171107 – PFSC – 010	HMICS Update Report: Tom Nelson to provide update report on HMICS Inspection.	T Nelson	OPEN	15.02.18		01/02/18 – On agenda paper submitted Propose to Close

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20171107 - PFSC - 011	Workplan: Raymond Clements to organise 3 hours session on 15 th February 2018 to discuss Forensic Services Long Term Strategy.	R Clements	OPEN	15.02.18		29/11.17 – Session booked for afternoon of 15.02.18, after Forensic Services Committee. Propose to Close
Transfers from FS MAG Meeting Thursday 7th August 2017						
20170807 - FSMAG - 009	AOB: N Marchant to raise Cyber Forensics at the Members' Meeting in order that discussion can take place on which Committee should be responsible for governance and scrutiny.	N Marchant	ONGOING	7 Nov 2017		24/10/17 – Members have been approached regarding this matter but Formal discussion is still to take place. Proposed Ongoing
Transfers from FS MAG Meeting Friday 3rd February 2017						
/20170203 - FSMAG - 004	FS Governance Structure: J Foley to communicate with Police Scotland and Crown Office to provide clarity on the new Forensic Services Governance Structure.	J Foley	Closed	11 May 2017 7 Aug 2017 7 Nov 2017		10/05/17 – Ongoing, John Foley is seeking the view of HMICS. 12/07/17 – To be progressed now HMICS Review Complete. 18/07/17 - John Foley meeting with the Crown Agent on Tuesday 29 August 2017 to discuss. 27/10/17: I Whyte and T Nelson met with ACC Johnson, Police Scotland and S McGowan, COPFS, to discuss the Forensic Services Committee. Propose to Close

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End.

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