

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 15th February 2018						
PFSC – 20180215 – 001	Forensic Services Performance Report: Impact analysis to be undertaken in relation to changes in the forensic marketplace in England and Wales. Analysis to include information on risks and potential opportunities	T Nelson	OPEN	14.08.18		
PFSC – 20180215 – 002	Forensic Services Performance Report: Operation Escalade or another case of a similar scale, be used as evidence of the benefits of improved forensic technology, possibly inviting SIPR to undertake the evaluation	T Nelson	OPEN	08.05.18		12/04/18: T Nelson met with T Heilbronn at SIPR to discussed. Further information is included within performance report on Agenda. Propose to close

PFSC – 20180215 – 003	HMICS Update Report: Future reports to detail the current status of all recommendations.	V Morton	OPEN	08.05.18		19/04/18: Information included in report being tabled on 08/05/18 and will be included in future reports. Propose to close
PFSC – 20180215 – 004	Forensic Services Workplan: Workplan to include projects and/or initiatives that are linked to the three year business plan, including legislative requirements such as the drug driving timeline and Home Office biometrics Programme decision points.	T Nelson	OPEN	14.08.18		
PFSC – 20180215 – 005	Forensic Services Annual Assurance Report: Report to include: Intention to end financial year within budget; Levels of accreditation; assurance that Forensic Services is working within its policies; and number of missed court attendance days by Forensic staff. Update report to be provided to Committee Chair.	T Nelson	OPEN	08.05.18		KV 10/04/18: Report updated and provided to Chair for sign off. Tabled at the Audit Committee on 19 th April 2018. Propose to close

Meeting Thursday 7th November 2017

<p>20171107 - PFSC - 001</p>	<p>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.</p>	<p>T Nelson</p>	<p>Ongoing</p>	<p>15.02.18 08.05.18</p>		<p>01/02/18 – Propose move to May 2018 19/04/18 – Subsumed within SPA Improvement Plan. Update will be provided at the August Committee meeting. Propose to close</p>
<p>20171107 - PFSC - 002</p>	<p>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.</p>	<p>T Nelson G Stickle</p>	<p>Ongoing</p>	<p>15.02.18 08.05.18</p>		<p>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 provided (it stated the risk management process is in line with good practice) 15/02/18 – G Stickle to confirm that David Hume is content with the information provided. 09/05/18 - Action highlighted verbally to Audit Committee Chair and followed up by further e-mail including the Schematic of F/S risk management structure including reporting/approval. No response received. Propose to close</p>

<p>20171107 – PFSC – 003</p>	<p>Forensic Services Governance: Tom Nelson to submit a paper on Members co-opting to Forensic Services Committee on the 15th February 2017.</p>	<p>T Nelson</p>	<p>Ongoing</p>	<p>15.02.18 08.05.18</p>		<p>01/02/18 - Propose move to May 2018 to consider Biometrics Advisory Report due out shortly 19/04/18 – Paper on Agenda for 8th May 2018. Propose to close</p>
<p>20171107 – PFSC – 004</p>	<p>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.</p>	<p>S Scott / T Nelson / R Clements</p>	<p>Ongoing</p>	<p>15.02.18 08.05.18</p>		<p>01/02/18 – Wording sent to Sean awaiting feedback 15/02/18 – Once wording agreed, re-drafted Terms of Reference to be brought to the next Committee. 12/04/18 – On Agenda for meeting to be held 8th May 2018. Propose to close</p>
<p>20171107 – PFSC – 005</p>	<p>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.</p>	<p>T Nelson / S McGowan / R Clements</p>	<p>Ongoing</p>	<p>15.02.18 08.05.18</p>		<p>01/02/18 – Wording agreed and ToR amended 15/02/18 – Once wording agreed, re-drafted Terms of Reference to be brought to the next Committee. 12/04/18 – On Agenda for meeting to be held 8th May 2018. Propose to close</p>

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	Ongoing	15.02.18 08.05.18		01/02/18 - Tom sent in proposed wording 15/02/18 – Once wording agreed, re-drafted Terms of Reference to be brought to the next Committee. 12/04/18 – On Agenda for meeting to be held 8 th May 2018. 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 R Hays	ONGOING	15.02.18 08.05.18		24/10/17 – Members have been approached regarding this matter but Formal discussion is still to take place. 19/04/18 – Action on hold pending completion of SPA Improvement plan. Action on hold

End.