

FORENSIC SERVICES COMMITTEE
Rolling Action Log

Action No	Action	Action Owner	Status	Expected Date of Completion	Actual Date of Closure	Update/Comments
MEETING HELD 25 APRIL 2022						
20222404 - FSC - 001	Forensic Services Director's Report: Provide the committee with a detailed report on spiking cases being received by FS including volumes, types of drugs being identified through analysis along with the time and process involved.	Alasdair Patience	OPEN	Aug or Oct 2022 TBC		02.08.22: A report with further detail on spiking cases has been provided to Members along with Committee papers on 2 nd August 2022. Propose to close

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20222404 - FSC - 002	Forensic Services Performance Report – Q4: Provide the committee with an update in relation to the 13% increase on the re-assessment following discussions with UKAS.	Craig Donnachie	OPEN	Aug 2022		02.08.22: Further detail has been provided in the performance report at agenda item 3 Propose to close
20222404 - FSC - 003	Forensic Services Performance Report – Q4: Explore opportunities to use benchmarking within the Performance Framework in order to provide the committee with a comparison with other similar forensic science organisations.	Fiona Douglas	OPEN	Aug 2022		02.08.22: Benchmarking will be incorporated into the development of the performance framework which will be undertaken this financial year. Propose ongoing
20222404 - FSC - 004	Assurance Report: Engage with SPA Corporate to ensure there is more detail in relation to E&D within the Assurance Report. In addition, ensure that future Assurance Reports detail in relation to Environmental and Social Governance (ESG).	Jennifer Muir	OPEN	Aug 2022		02.08.22: Further detail was included in the assurance report following discussion at the FS Committee. Propose to close

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<p>20222404 - FSC - 005</p>	<p>Forensic Services Change Programme Update: Provide the committee with further reporting in relation to Data Migration.</p>	<p>Vicki Morton</p>	<p>OPEN</p>	<p>Aug 2022</p>	<p>02.08.22: Further detail is included in the Change Update provided at agenda item 5.</p> <p>Propose to close</p>
<p>20222404 - FSC - 006</p>	<p>Forensic Services Change Programme Update: Engage with SPA colleagues to ensure required information is fed into the Digital Evidence Sharing Capability (DESC) Deep Dive on 4th May 2022.</p>	<p>Howard Kennett</p>	<p>OPEN</p>	<p>Aug 2022</p>	<p>02.08.22: Engagement with DESC is ongoing.</p> <p>Propose to close</p>

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<p>20201103 -FS-002</p>	<p>Workforce Planning: Options to be explored for timelines to be compressed in relation to the workforce planning activity and progress update to be provided to committee in February.</p>	<p>Fiona Douglas</p>	<p>ONGOING</p>	<p>03 February 2021</p> <p>19 April 2021</p> <p>26 July 2021</p> <p>25 Oct 2021</p> <p>2 Feb 2022</p> <p>April 2022</p> <p>August 2022</p>	<p>03/02: The information provided did not provide Members with all of the information required and it was agreed that this action would remain ongoing to ensure the matter remains a priority focus for this committee. **Update report added to work plan for 19/4 and draft SWP to be added to work plan for 26/7</p> <p>05.10.2021: Draft workforce plan to be provided to FS Committee on 25/10/21. Further work to be concluded before final version is presented – Feb 2022</p> <p>24.01.2022: Further development of the workforce plan has been undertaken since last meeting. A draft is in development, however this has experienced some delays due to COVID, as such the final version will be presented at the April FS Committee meeting.</p> <p>25.04.2022: An outline workforce plan will be presented to the Committee showing the work completed to date and recommendations for ongoing work to develop this further.</p> <p>08.08.2022: The outline SWFP for FS was presented in the April Committee Meeting, this will be further developed alongside implementation of the Operating Model.</p> <p>Propose to close</p>
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Meeting Monday 3rd Feb 2020

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20200302 -FS-004	<p>Performance Report: Future reports to map out KPIs to highlight the gap on what forensics services currently do against where they want to reach in terms of timeliness to assist with identifying where benefits would be realised. In addition the report should include the interpretation of the demand from the partner's perspective.</p>	Fiona Douglas	ONGOING	<p>27 July 2020</p> <p>28 October 2020</p> <p>03 February 2021</p> <p>19 April 2021</p> <p>26 July 2021</p> <p>25 Oct 2021</p> <p>2 Feb 2022</p> <p>April 2022</p> <p>August 2022</p>	<p>07.07.2020: Work ongoing to complete the detail of the MOU. This will form the KPIs and will be reported back in the Q2 Performance Report.</p> <p>07.10.2020: Work remains ongoing in relation to the detail MOU. Anticipated date of completion and agreement circa April 2021.</p> <p>15/01: Progress continues with regular discussions with Police Scotland and COPFS in relation to the MOU. Anticipated date of completion and agreement May 2021. Draft MOU to come to Committee on 19/4.</p> <p>01/07: Performance Report on Agenda, and remains linked to MOU discussions.</p> <p>05.10.2021: Updated draft of MOU provided to Committee. Further work will be required on KPIs and development of performance framework.</p> <p>24.01.2022: KPI's proposed for inclusion in the MOU. Further discussion required with Partners at the FPIG meeting on 26th January 2022.</p> <p>18.04.2022: Outline KPI's have been developed in line with the MOU which has now been provided for approval in PSOS and COPFS, further discussion will be required.</p> <p>08.08.2022 KPIs will be developed outside of the finalisation of the MOU as detailed in the paper at agenda item 17</p> <p>Propose ongoing.</p>
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