

**FORENSIC SERVICES COMMITTEE**  
**Rolling Action Log**

Action No	Action	Action Owner	Status	Expected Date of Completion	Actual Date of Closure	Update/Comments
<b>MEETING HELD 25 OCT 2021</b>						
20212510-FS-001	<b>Forensic Services Director's Report:</b> Provide a coherent and critical path update within the next Forensics 2026 update in relation to ongoing projects and their milestones.	Fiona Douglas	OPEN	2 <sup>nd</sup> February 2022		<b>24.01.2022:</b> Critical path update provided in relevant reports.  <b>Propose to close.</b>
20212510-FS-002	<b>Forensic Services Performance Report – Q2:</b> Engage with Paul Edie as external input in order to refine performance reporting for Forensic Services.	Fiona Douglas	OPEN	2 <sup>nd</sup> February 2022		<b>24.01.2022:</b> Meeting held 29.11.2021 with Paul Edie to discuss revised performance reporting, draft to be considered for end of year reporting.  <b>Propose to close.</b>
20212510-FS-003	<b>Forensic Services 2026 Update:</b> Provide a traffic light system into the report which informs members on what areas were being delivered and where there were issues.	Vicki Morton	OPEN	2 <sup>nd</sup> February 2022		<b>24.01.2022:</b> Updated RAG status provided on all projects within the FS2026 programme and report updated.  <b>Propose to close.</b>
<b>MEETING HELD 19 APRIL 2021</b>						

20210419- FS-004	<b>Digital Forensics:</b> More detailed project timeline and SPA Governance to be clarified and presented to committee when available.	T/Ch Supt Stevie Dolan	<b>ONGOING</b>	25 October 2021	<p><b>21.01.22:</b> A contract has now been awarded for a Professional Services contractor (PWC) to support the programme in conducting a strategic review of Digital Forensic capabilities, focussing on demand analysis, workforce capacity and process improvement. This 8-week piece of work will allow the programme to provide an evaluation of existing Digital Forensic capabilities and to make proposals for potential change to ensure that Police Scotland are in a position to meet future demand. These proposals will be presented through programme governance to the Force Executive in March 2022, with the potential of establishing a project to implement related changes thereafter.</p> <p>In recognition of the current demands on the Digital Forensic business area the Force Executive have now approved the recruitment of 28 full-time/permanent and 11 full-time/fixed term contract analysis and recruitment is ongoing in this regard. This significant investment (which is supported by additional ICT hardware, etc) will allow quality of service to be maintained whilst a Target Operating Model suited to the ever evolving demands in this arena is developed.</p> <p><b>Propose Ongoing</b></p>
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MEETING HELD 26 OCTOBER 2020					
20201103- FS-002	<p><b>Workforce Planning:</b> 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>	Fiona Douglas	<b>ONGOING</b>	<p><del>03 February 2021</del></p> <p><del>19 April 2021</del></p> <p><del>26 July 2021</del></p> <p><del>25 Oct 2021</del></p> <p>2 Feb 2022</p>	<p><b>15/01:</b> Update will be provided at agenda item 5 – Workforce Planning</p> <p><b>03/02:</b> 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.</p> <p>**Update report added to work plan for 19/4 and draft SWP to be added to work plan for 26/7</p> <p><b>24/03:</b> Verbal update will be provided at committee on 19/04.</p> <p><b>01/07:</b> Verbal update will be provided at meeting on 26/07.</p> <p><b>05.10.2021:</b> 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><b>24.01.2022:</b> 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 style="color: red;"><b>Propose Ongoing</b></p>
Meeting Monday 3 <sup>rd</sup> Feb 2020					

<p>20200302- FS-004</p>	<p><b>Performance Report:</b> 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>	<p>Fiona Douglas</p>	<p><b>ONGOING</b></p>	<p><del>27 July 2020</del> <del>28 October 2020</del> <del>03 February 2021</del> <del>19 April 2021</del> <del>26 July 2021</del> <del>25 Oct 2021</del> 2 Feb 2022</p>		<p><b>06.04.2020:</b> Work ongoing to be reported in July 2020.</p> <p><b>07.07.2020:</b> 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><b>07.10.2020:</b> Work remains ongoing in relation to the detail MOU. Anticipated date of completion and agreement circa April 2021.</p> <p><b>15/01:</b> Progress continues with regular discussions with Police Scotland and COPFS in relation to the MOU. Anticipated date of completion and agreement May 2021.</p> <p>Draft MOU to come to Committee on 19/4.</p> <p><b>24/03:</b> Linked to the work of the MOU.</p> <p><b>01/07:</b> Performance Report on Agenda, and remains linked to MOU discussions.</p> <p><b>05.10.2021:</b> Updated draft of MOU provided to Committee. Further work will be required on KPIs and development of performance framework.</p> <p><b>24.01.2022:</b> KPI’s proposed for inclusion in the MOU. Further discussion required with Partners at the FPIG meeting on 26<sup>th</sup> January 2022.</p> <p><b>Propose ongoing.</b></p>
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<p>20190725 – FS-003</p>	<p><b>Demonstrating Value:</b> Further information to be brought to the Committee on the progress of researching what value means throughout the criminal justice process and what it means for each partner.</p>	<p>Fiona Douglas</p>	<p><b>ONGOING</b></p>	<p>27 July 2020 <del>28 October 2020</del> <del>03 February 2021</del> <del>19 April 2021</del> <del>26 July 2021</del> <del>25 Oct 2021</del> 2 Feb 2022</p>	<p><b>07.07.2020:</b> Work continues with Northern Ireland. A bid has been submitted to Scottish Government for funding in respect of a research post. To date this has not yet been successful, work continues. <b>07.10.2020:</b> No further progress, propose to be brought back to a future meeting of the Forensic Services committee. <b>28.10.2020:</b> Members agreed to leave this open and seek an interim solution in the first instance. <b>15/01:</b> Update will be provided at agenda item 4 – Demonstrating Value. <b>03/02:</b> Members agreed additional work was required and a further update should come back to a future committee meeting. It was agreed Jane Ryder would meet with Fiona Douglas to develop a solution that would address Members’ expectations in respect of an agreed approach to demonstrating the value of Forensic Service in the Justice System. <b>05.10.21:</b> Short life working group in the process of being identified. Draft terms of Reference under development. <b>05.10.2021:</b> Short life working group in the process of being identified. Draft terms of Reference under development. <b>24.01.2022:</b> Discussion on a phased approach to demonstrating the value of Forensic Services undertaken on the 24<sup>th</sup> January with members. Further review of the terms of reference is underway.  <b>Propose ongoing.</b></p>
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