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AUTHORITY  
ÙGH DARRAS POILIS NA H-ALBA

## Forensic Services Committee Public Action Log

Action No	Action	Action Owner	Status	Expected Date of Completion	Actual Date of Closure	Update/Comments
MEETING HELD 10 AUGUST 2023						
20231005-FSC - 001	<b>Director's Report:</b> When addressing Benchmarking, consider organisations from across the UK (e.g. university partners) and ensure this is supported by SPA corporate performance.	Fiona Douglas	OPEN	30-10-23		<b>4.10.23:</b> benchmarking discussed at Members meeting of 9 <sup>th</sup> October 2023. <b>23.10.23:</b> The plan for progressing benchmarking has been agreed as per the update provided to FS COM in August. <b>Propose to close</b>
20231005-FSC - 002	<b>Performance Report – Year End:</b> Provide monthly updates in relation to Post Mortem toxicology performance given current pressures. In addition provide further detail in relation to volume, caseload levels and any backlog/lags in reporting as well as progress in returning to the committed turnaround time for post-mortem cases and the expected 35-day turnaround on non-priority cases.	Fiona Douglas	OPEN	30-10-23		<b>4.10.23:</b> monthly reports provided to members, August 2023 and September 2023 data. <b>Propose to close</b>

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<b>20231005-FSC - 003</b>	<b>Performance Report:</b> Undertake a deep dive to inform the next iteration of the performance report and framework.	Fiona Douglas	<b>OPEN</b>	30-10-23		<b>4.10.23:</b> included in revised reporting and discussed at Members meeting of 9 <sup>th</sup> October 2023.  <b>Propose to close</b>
<b>20231005-FSC - 004</b>	<b>Performance Report:</b> Ensure that the Deep dive provides evidence and assurance and explain complexities in a simple and straightforward whilst also providing measurements of improvement.	Fiona Douglas	<b>OPEN</b>	30-10-23		<b>4.10.23:</b> included in revised reporting and discussed at Members meeting of 9 <sup>th</sup> October 2023.  <b>Propose to close</b>
<b>20231005-FSC - 005</b>	<b>Performance Report:</b> Develop further detail around people data for future performance reports, which will be part of the agreed performance deep dive.	Fiona Douglas	<b>OPEN</b>	30-10-23		<b>4.10.23:</b> included in revised reporting and discussed at Members meeting of 9 <sup>th</sup> October 2023.  <b>Propose to close</b>
<b>20231005-FSC - 006</b>	<b>Drug Driving:</b> Provide more information on all possible options regarding the shift back to a statutory time limit of 6 months to allow them to take a view on what further action can and should be taken to mitigate for this.	Fiona Douglas/ Alastair Patience	<b>OPEN</b>	30-10-23		<b>4.10.23:</b> further engagement with external supplier ongoing.  <b>13.10.23:</b> The overall available capacity exists between outsourced and in-house capacity. Based on this, it is inevitable that a significant number of outsourced cases older than 6 months from incident date will remain ongoing by 1 <sup>st</sup> December 2023. This risk (if the legislation applies to cases already in progress) has been highlighted to partners.  <b>Propose to close</b>

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<b>20231005-FSC - 007</b>	<b>HMICS Improvement Plan:</b> Provide a timeline for delivery which will allow members to monitor progress against the HMICS Improvement Plan.	Alastair Patience	<b>OPEN</b>	30-10-23		<b>4.10.23:</b> included in HMICS update paper for meeting of 30 <sup>th</sup> October 2023.  <b>Propose to close</b>
<b>MEETING HELD 4 MAY 2023</b>						
<b>20230405-FSC - 002</b>	<b>Directors Report:</b> Ensure that the committee have sight of the Post Implementation Review of the Scenes Tasking Unit including benefits realised and lessons learned.	Fiona Douglas	<b>OPEN</b>	<del>10-08-23</del> 24/2/24		<b>31.7.23:</b> Once the post implementation review has been concluded (by end October) this will be reported back to FS Committee – propose amending date to the February 24 meeting.  <b>Propose ongoing.</b>
<b>20230405-FSC - 004</b>	<b>Performance Framework:</b> Consider members comments and provide an update around when this piece of work will be taken to the FS Committee for approval.	Vicki Morton	<b>OPEN</b>	<del>10-08-23</del> 30-10-23		<b>4.10.23-</b> Revised Performance Framework and revised Performance Report for discussion at 30 <sup>th</sup> October 2023.  <b>13.7.23:</b> Discussions on revised Performance Report will shape the detail of the Performance Framework. This will be provided to FS Committee in October 2023.  <b>23.10.23:</b> Final version of the Performance Framework presented for Approval by FS Committee  <b>Propose to close</b>
<b>20230405-FSC - 005</b>	<b>Forensic Services Strategic Workforce Plan:</b> Ensure that SMT are fully engaged with SPA Workforce	Fiona Douglas	<b>OPEN</b>	10-08-23		<b>4.10.23-</b> work ongoing.  <b>31.7.23:</b> Governance around the development of the next version of the

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	Governance Colleagues on this piece of work.					<p>SWFP will be confirmed following the Demand forecasting SLWG which report into FPIG – this work is about to start with a six-month target date. Once the demand forecast has been completed this will provide the information required for the SWFP.</p> <p><b>10.08.23:</b> Asked that the action remains ongoing</p> <p><b>Propose Ongoing.</b></p>
MEETING HELD 25 APRIL 2022						
<b>20222504 – FSC – 003</b>	<p><b>Forensic Services Performance Report – Q4:</b> Explore opportunities to use benchmarking within the Performance Framework in order to provide the committee with a comparison with other similar forensic science organisations.</p>	Fiona Douglas	<b>ONGOING</b>	<p>Aug-2022 <del>1-2-23</del> <del>8-5-23</del> 30-10-23</p>		<p><b>06.12.22:</b> No further update at this time</p> <p><b>14.10.22:</b> Discussions are ongoing with the Met Police to provide some benchmarking information particularly in relation the scene examination provision</p> <p><b>02.08.22:</b> Benchmarking will be incorporated into the development of the performance framework which will be undertaken this financial year.</p> <p><b>26.04.23:</b> Benchmarking work is ongoing and updates will be provided in future performance reports with the initial focus on scene examination</p> <p><b>13.7.23:</b> Included in revised FS Performance Report submitted for</p>

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						<p>discussion at FS Committee 10<sup>th</sup> August 2023. Update also in Directors report around recovery rates and ongoing benchmarking.</p> <p><b>10.08.23:</b> No benchmarking, remain ongoing at request of Chair.</p> <p><b>4.10.23-</b> benchmarking discussed at Members meeting of 9<sup>th</sup> October 2023.</p> <p><b>23.10.23</b> – Benchmarking approach agreed with members as per action 20231005-FSC – 001</p> <p><b>Propose to close</b></p>