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## Forensic Services Committee Public Action Log

Action No	Action	Action Owner	Status	Expected Date of Completion	Actual Date of Closure	Update/Comments
MEETING HELD 1 FEBRUARY 2022						
20230102-FSC - 001	<b>Action Logs:</b> Ensure that actions that are not due for discharge until later in the year are provided with an update to assure members that they are on track or not.	Fiona Douglas/ Lead Officers	OPEN	4-5-23		<b>26.04.23:</b> Action logs updated where appropriate  <b>Propose to close</b>
20230102-FSC - 002	<b>Forensic Services Performance Report:</b> Provide an analysis of how sustainable outsourcing will be and risks attached.	Fiona Douglas	OPEN	4-5-23		<b>26.04.23:</b> Risks relating to toxicology provision are detailed in agenda item 11. The outsourcing plan for 22/23 is included in the drugs driving report the final plan for 23/24 is nearly complete following confirmation of funding. Confirmation of supply (i.e. market capacity) is in final stages of assessment.  <b>Propose ongoing (on track for completion in the next meeting)</b>
20230102-FSC - 003	<b>Drug Driving:</b> Ensure future reports include charts which detail how many cases have been outsourced.	Alastair Patience	OPEN	4-5-23		<b>26.04.23:</b> Information is provided in the drugs driving update at agenda item 3.3  <b>Propose to close</b>

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<b>20230102-FSC - 004</b>	<b>Drug Driving:</b> Provide members with a briefing note updating them on the real-time information in relation to outsourcing for toxicology.	Alastair Patience	<b>OPEN</b>	4-5-23		<b>26.04.23:</b> Briefing note was provided to members after the previous committee meeting.  <b>Propose to close</b>
<b>20230102-FSC - 005</b>	<b>Project Weaver:</b> Produce a lessons learned which emphasis the good in order to identify if there are areas that can be replicated further down the line.	Gary Holcroft	<b>OPEN</b>	4-5-23		<b>26.04.23:</b> Lessons learned are included in the Project Weaver closure report at agenda item 6.  <b>Propose to close</b>
<b>20230102-FSC - 006</b>	<b>Project Weaver:</b> Provide the end of year project report and post implementation review to members on completion.	Gary Holcroft	<b>OPEN</b>	4-5-23		<b>26.04.23:</b> As above  <b>Propose to close</b>
<b>20230102-FSC - 007</b>	<b>Change Programme Update:</b> Revise the format of the report and include some form of assurance map in order to gain a sense of timeframes around what areas were ahead and lagging and the reasons for that.	Joanne Tierney	<b>OPEN</b>	4-5-23		<b>26.04.23:</b> A revised format for the report has been included. Further work is ongoing to provide the information requested around an assurance map and this is being incorporated into a clear view on benefits tracking and realisation.  <b>Propose ongoing (on track to close in the next Committee meeting)</b>
<b>20230102-FSC - 008</b>	<b>Change Programme Update:</b> Include an option which includes the use of Police Scotland Core Operating System (COS).	Joanne Tierney	<b>OPEN</b>	4-5-23		<b>26.04.23:</b> Use of the Police Scotland COS has been eliminated as an option and the detailed rational will be included in the IBC.  <b>Propose to close</b>
<b>20230102-FSC - 009</b>	<b>Regulation, Compliance and Assurance Activity of Forensic Services:</b> Invite the Committee	Fiona Douglas	<b>OPEN</b>	4-5-23		10/2/23- Date finalised with FSR, 14 <sup>th</sup> March 2023, and invitations sent.

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	Chair to the session involving the regulator and other partners.					<p><b>26.04.23:</b> FSR unable to attend March meeting at last moment, rescheduled to June 23 – invitations have been sent.</p> <p><b>Propose to close</b></p>
MEETING HELD 14 DECEMBER 2022						
<b>20221214-FSC – 001</b>	<p><b>Digital Forensics Next Steps, Accreditation and Timeline for Progression:</b> Ensure that there is a read across to how this area of work fits within the whole regulatory landscape.</p>	Chief Superintendent Conrad Trickett	<b>OPEN</b>	4-5-23		<p><b>20/01/2023</b> – Policing in a Digital World Programme (PDWP) are currently carrying on activity in support of Digital Forensics (DF) Re-Design which is a project aligned to a DF service that all of policing relies upon and is vital to reducing harm and protecting the public. It is acknowledged that there is a requirement to review and rebuild the service to meet current and future demands. The key objective will be to design and develop a future focussed operating model for DF where the scope of the project will incorporate people, processes, technology and estates. Achieving ISO 17025 accreditation for digital forensics was outlined in the Police Scotland Cyber Strategy as key activity for the PDWP. The project will enhance Police Scotland’s existing digital forensic capability and obtain formal, internationally recognised accreditation for the digital forensic service. Work on this has commenced with the Digital Forensic Hub at Muggiemoss, Aberdeen, to be completed within the 2023/24 financial year.</p> <p>PDWP Lead, CS Trickett will also align activity in this regard with participation in</p>

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						<p>the NPCC Digital Forensic Portfolio to ensure Police Scotland’s strategy is underpinned by standards, accreditation, Ethical and Legal governance consistent with the UK approach. In addition PDWP will keep oversight of developments associated to the Forensic Science Regulator and the regime of scientific quality standards and good practice that are set to encompass all forensic science services In England and Wales.</p> <p><b>26.04.23:</b> Item on agenda.</p> <p><b>Propose to close.</b></p>
MEETING HELD 24 OCTOBER 2022						
<p><b>20222410-FSC – 002</b></p>	<p><b>Performance Report:</b> Ensure the data in relation to lab capacity and demand is made richer by mapping people into that in order to provide an indication of resources per unit and the cost to serve into each area.</p>	<p>Fiona Douglas</p>	<p><b>OPEN</b></p>	<p>4-5-23</p>		<p><b>06/12/22</b> – This work will be completed in line with the performance framework development with an aim to refresh performance reporting in line with this from April 23.</p> <p><b>26.04.23:</b> A new format performance report which is easier to understand, more relevant and aligned with the new performance framework and SWFP will be provided from the start of this financial year and therefore for Q1 23/24</p> <p><b>Propose ongoing</b> (on track to complete with presentation of the new reporting format for Q1 23/24)</p>

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<b>20222410-FSC - 003</b>	<b>Performance Report:</b> Ensure that future reports provide more trend data in relation to scene examination. In addition provide members with the prioritisation process that sits around crime scenes.	Fiona Douglas	<b>ONGOING</b>	<del>1-2-23</del> 4-5-23		<p><b>06/12/22</b> – Update to scene examination data will be included in the Q3 performance report which will be presented in the February Committee Meeting.</p> <p><b>23/1/23</b> – Included in the performance report</p> <p><b>01.02.23:</b> The Chair has requested more trend data for future reports and requested that this action is not closed until data has been provided.</p> <p><b>26.04.23:</b> Trending data is included, further information required as to the requirement – Director to follow up after the meeting.</p> <p><b>Propose Ongoing</b> (further information required to provide an indication of when the additional information required can be provided.)</p>
MEETING HELD 8 AUGUST 2022						
<b>20220808-FSC - 003</b>	<b>Biometrics Landscape and Governance Update:</b> Report the expected timeframes for delivery of	Fiona Douglas	<b>OPEN</b>	4-5-23		<p><b>23/1/23</b> – no further update at this time</p> <p><b>06/12/22</b> – no further update at this time</p> <p><b>14.10.22:</b> Forensic Services is working closely with the Home Office to allow the required changes that enable Scottish records to be weeded by FS staff. The timescale for completion of this is not</p>

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						<p>agreed at this time due to complexities with the changes required on PNC.</p> <p><b>26.04.23:</b> Further work required to determine when this will be completed</p> <p><b>Propose ongoing.</b></p>
MEETING HELD 25 APRIL 2022						
<p><b>20222504 – FSC – 003</b></p>	<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>	<p>Fiona Douglas</p>	<p align="center"><b>ONGOING</b></p>	<p>Aug-2022 1-2-23 8-5-23</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>Propose ongoing</b> (initial update for next meeting)</p>