

**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 26 JULY 2021</b>						
20210726-FS-001	<b>Performance Report:</b> Future performance reports to separate Toxicology data from Laboratory Capacity figures.	Fiona Douglas	<b>OPEN</b>	26 Oct 2021		<b>05.10.2021:</b> To be incorporated into the Q2 Performance Report. <b>Propose to Close</b>
20210726-FS-002	<b>Performance Report:</b> Provide an update to the committee on the variant within Evidence Recovery Rates between the East, North and West.	Fiona Douglas	<b>OPEN</b>	26 Oct 2021		<b>05.10.2021:</b> To be incorporated into the Q2 Performance Report. <b>Propose to Close</b>
20210726-FS-003	<b>Demonstrating Value:</b> Provide the newer committee members with an update on work that was ongoing around Demonstrating Value.	Fiona Douglas	<b>OPEN</b>	26 Oct 2021		<b>05.10.2021:</b> Update will be provided to Committee members in advance of the FS Committee meeting of 25/10/21. <b>Propose to close</b>
20210726-FS-004	<b>Workforce Planning:</b> Confirm whether or not the Draft Workforce Plan can be delivered to the October Committee following discussions with partners who have a role in undertaking demand forecasting.	Fiona Douglas	<b>OPEN</b>	26 Oct 2021		<b>05.10.2021:</b> Draft Workplan will be brought to the FS Committee of 25/10/21. <b>Propose to Close</b>

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20210726- FS-005	<b>Forensics 2026 Strategy Refresh:</b> Consider some editing of the Strategy in terms of style and length to ensure it becomes accessible and readable to the general public. In addition ensure that how progress would be measured and how performance would be assessed was included as part of the strategy.	Fiona Douglas	<b>OPEN</b>	26 Oct 2021		<b>05.10.2021:</b> Strategy updated and approved at Authority meeting of 29/09/2021  <b>Propose to Close.</b>
20210726- FS-006	<b>Environmental Strategy:</b> Consider some benchmarking to assist in identifying what targets should be and measure against those targets.	Jennifer Muir	<b>OPEN</b>	26 Oct 2021		<b>08.10.2021:</b> An external benchmarking exercise with other Forensic providers will be undertaken by the close of this FY which will assist in informing our objectives. Environmental objectives will then be included in 2022/23 FS Business Plan. Forensic Services will also engage with Police Scotland in regard to corporate environmental objectives and measures to feed into the FS Business Plan reporting.  <b>Propose to Close.</b>

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20210726- FS-007	<b>Drug Driving:</b> SPA Forensic Services, Police Scotland and COPFS to bring forward a joint paper to the committee which will go to Scottish Government around the reality and learning being gain from applying the new Drug Driving legislation.	Vicki Morton	<b>OPEN</b>	26 Oct 2021		<b>05.10.2021:</b> Paper will be provided to FS Committee on 25/10/2021. <b>Propose to Close</b>
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**MEETING HELD 19 APRIL 2021**

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>OPEN</b>	25 October 2021	<p><b>12/07/2021:</b> Further to the previous presentation to the Committee, a Business Justification Case was presented by the Cyber Capabilities Programme to the Police Scotland Change Board in May 2021. It was approved for progression and work is ongoing to refine applicable timelines. A copy of the BJC can be provided on request and an update on the timelines and progress can be provided at a future meeting of the Committee.</p> <p>In terms of governance, the Police Scotland position is that relevant transformation programme documents will be presented via established PSOS governance arrangements for approval, with remittance to the SPA Forensic Services Committee 'for discussion', as appropriate.</p> <p><b>05/10/2021:</b> Following approval of the Business Justification Case a Tender for professional services will be published on Public Contracts Scotland on 5th October 2021, with anticipated contract award due by the end of November 2021. It is proposed that the Professional Services contract would provide expertise and insight on Key Performance Indicators (KPI)</p>
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20210419- FS-004  (Cont.)		T/Ch Supt Stevie Dolan	<b>OPEN</b>		<p>for digital examinations, support benchmarking activity and the identification of good practice, specifically within law enforcement, with a view to assisting the programme with the development of options for a revised structure for Digital Forensics. It would also support an appraisal of demand, a formal 'sizing' exercise to identify the optimal workforce structure and capabilities to meet future demand, alongside the identification of potential technology opportunities which could further enhance productivity within Digital Forensics.</p> <p>Meantime, a Potential Project Assessment (PPA) is being developed to formalise the redesign activity and support implementation of findings from the discovery work. It is currently anticipated that this PPA will be submitted through governance structures in December 2021 and that, if approved, a project would be constituted to progress related transformation activities.</p> <p>In recognition of the existing challenges within the Digital Forensics environment and priority to provide</p>
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20210419- FS-004  (Cont.)		T/Ch Supt Stevie Dolan	<b>OPEN</b>			safeguarding services, the Police Scotland Executive has recently approved funding to support the recruitment of 11 Police Staff Digital Forensics Analysts on a fixed-term basis and recruitment activity in this regard is currently ongoing.  <b>Propose Ongoing</b>
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<p>20210419- FS-005</p>	<p><b>Drug Driving:</b> Meeting to be arranged with COPFS and Police Scotland to explore the prevalence of Drug Driving in Scotland and the implications for Forensic Services capacity to meet demand</p>	<p><del>Detective Ch Supt Gary Cunningham</del></p> <p>Detective Ch Supt Laura McLuckie</p>	<p><b>OPEN</b></p>	<p><del>26 July 2021</del></p> <p>25 October 2021</p>		<p><b>29/06/2021:</b> DCS McLuckie has today (29/6) met with Tom Nelson and discussed this issue and the risk at length, and agreed to explore some outsourcing potential solutions. Arrangements are being made for DCS McLuckie to meet with CSU Blakelock, in order to understand the issue and demand from a Police Scotland perspective, thereafter a meeting will be arranged with Kenny Donnelly at COPFS, Tom Nelson and DCS McLuckie to discuss potential solutions.</p> <p><b>13/10/2021:</b> DCS McLuckie since arriving in post has met with FS, COPFS and CSU Blakelock, to discuss the prevalence of Drug Driving in Scotland. It is clear that demand significantly outweighs capacity in this area, and that's with timescales having been extended by Law Officers in the short term and reduced examination processes in place. Should this facility be rolled out to officers out with RPU, the demand would rise significantly.</p> <p>As such FS Committee agreed an action (at the last committee in July)</p>
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<p>20210419- FS-005</p> <p>(Cont.)</p>	<p><b>Drug Driving:</b> Meeting to be arranged with COPFS and Police Scotland to explore the prevalence of Drug Driving in Scotland and the implications for Forensic Services capacity to meet demand</p>	<p><del>Detective Ch Supt Gary Cunningham</del></p> <p>Detective Ch Supt Laura McLuckie</p>	<p><b>OPEN</b></p>		<p>for a collaborative paper to be submitted to SG. FS have facilitated 2 workshops and as I understand it, a bid for additional funding to outsource examination in terms of the current backlog has been submitted to SG, as a means of addressing capacity issues in the short term.</p> <p>Medium to longer terms solutions remain under discussion and will largely be dependent on the new facility, due for completion December 2022 and funding available.</p> <p><b>Propose to close.</b></p>
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MEETING HELD 26 OCTOBER 2020					
20201103- FS-002	<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.	Fiona Douglas	<b>ON GOING</b>	<del>03 February 2021</del> <del>19 April 2021</del> <del>26 July 2021</del> 25 Oct 2021	<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>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> 25 Oct 2021</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>Propose Ongoing</b></p>
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Meeting 25<sup>th</sup> July 2019

<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><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> 25 Oct 2021</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.</p> <p><b>07.10.2020:</b> No further progress, propose to be brought back to a future meeting of the Forensic Services committee.</p> <p><b>28.10.2020:</b> Members agreed to leave this open and seek an interim solution in the first instance.</p> <p><b>15/01:</b> Update will be provided at agenda item 4 – Demonstrating Value.</p> <p><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.</p> <p><b>24/03:</b> Agenda item for 19/04 will provide update and action will remain ongoing.</p> <p><b>01/07:</b> Verbal update will be provided at meeting on 26/07.</p> <p><b>05.10.21:</b> Short life working group in the process of being identified. Draft terms of Reference under development.</p> <p><b>Propose ongoing</b></p>
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