

**FORENSIC SERVICES COMMITTEE**  
**Rolling Action Log – Public Session**

Action No	Action	Action Owner	Status	Expected Date of Completion	Actual Date of Closure	Update/Comments
<b>Meeting Monday 20<sup>th</sup> April 2020</b>						
20202004 – FS- 001	<b>Performance Report Q4:</b> In the absence of WebNR for the moment, prepare slides for members ahead of the next committee meeting relating to performance and advanced analytics.	Amy McDonald	OPEN	27.07.20		<b>07.07.2020:</b> Date to be confirmed shortly for Committee members. <b>Propose Ongoing.</b>
20202004 – FS- 002	<b>Benefits Realisation Report – Phase 1:</b> Include an Executive Summary (perhaps in bullet Points), which clearly articulates the investment put in and the result of the investment. In addition inform how value could be articulated (qualitative, quantitative and measurable) setting out parameters before going into Phase 2.	Fiona Douglas	OPEN	27.07.20		<b>07.07.2020:</b> Paper submitted to SPA Board meeting in May. <b>Propose to Close.</b>
20202004 – FS- 003	<b>Forensic Services Business Plan:</b> Draft Business Plan to be circulated for comment to Forensic Service Committee members prior to going to the board.	Tom Nelson	OPEN	27.07.20		<b>07.07.2020:</b> Business Plan circulated and presented to SPA Board in May. <b>Propose to Close.</b>

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20202004 – FS- 004	<b>Drug Driving Update:</b> Provide a specific report which addresses the following: <ul style="list-style-type: none"><li>• Figures relation to drug driving by road policing along with how that compares to drink driving figures.</li><li>• How the work is being carried out by Forensics Services.</li><li>• Giving consideration to the instrumentation available in order to address demand.</li><li>• Addressing the matching of capacity to demand along with demand to capacity</li></ul>	Tom Nelson/ DCS G Cunningham	OPEN	27.07.20		<b>07.07.2020:</b> Paper being presented for discussion at Forensic Services Committee of 27/07/2020.  <b>Propose to close</b>
<b>Meeting Monday 3<sup>rd</sup> Feb 2020</b>						
20200302 – FS- 004	<b>Performance Report:</b> Future reports to map out KPI's 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.	Tom Nelson	ONGOING	20.04.20	27.07.20	<b>06.04.2020:</b> Work ongoing to be reported in July 2020.  <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.  <b>Propose ongoing.</b>

<p>20200302 - FS- 006</p>	<p><b>HMICS Update:</b> Engage with the Resources Committee around the delaying in obtaining a Project Manager for Forensic Services and provide Members with correspondence from Police Scotland on the matter.</p>	<p>Tom Nelson</p>	<p><b>ONGOING</b></p>	<p><del>20.04.20</del> 27.07.20</p>		<p><b>06.04.2020:</b> Engagement took place but with current COVID-19 challenges, this is being revised further with Police Scotland.</p> <p><b>07.07.2020:</b> Engagement with DCO Page and Andrew Hendry in relation to the Project Manager support. Andrew Hendry has been invited to attend as representative of Police Scotland Corporate, supporting Services Back.</p> <p><b>Propose to Close</b></p>
<p>20200302 - FS- 009</p>	<p><b>Biometrics Commissioner Bill Briefing:</b> Before producing a briefing update for the SPA Board, gain full understanding and awareness of possible consequences before opting a preferred model, ensuring a discussion takes place around data linkage in Scotland and the UK more widely. In addition, desired outcome should be around data before being presented to the SPA Board for consideration prior to communicating those ambitions onto Scottish Government. (Ensure that PIRC and Crown Office involvement)</p>	<p>Tom Nelson</p>	<p><b>ONGOING</b></p>	<p><del>20.04.20</del> 27.07.20</p>		<p><b>06.04.2020:</b> Work ongoing, will be reported to the July meeting.</p> <p><b>07.07.2020:</b> Biometrics paper being presented at Forensic Services Committee of 27/07/2020 within the private session.</p> <p><b>Propose to close</b></p>
<p><b>Meeting 31<sup>st</sup> October 2019</b></p>						

<p>20193110 - FS- 001</p>	<p><b>Assessments and Accreditation:</b> Provide Members with an offline tutorial around assessments and accreditation to fully understand what is involved in each.</p>	<p>Craig Donnachie</p>	<p><b>ONGOING</b></p>	<p><del>03.02.20</del> <del>20.04.20</del> 27.07.20</p>	<p><b>16.12.19:</b> Offline tutorial arranged between Craig Donnachie and Members on the 3<sup>rd</sup> Feb following the committee meeting.</p> <p><b>03.02.19:</b> Due to unforeseen circumstances this tutorial has yet to take place. Further date to be arranged.</p> <p><b>07.07.2020:</b> Date to be confirmed shortly for Committee members.</p> <p><b>Propose ongoing.</b></p>
<p><b>Meeting 25<sup>th</sup> July 2019</b></p>					
<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>20.04.20</del> 27.07.20</p>	<p><b>06.04.2020:</b> Work ongoing, work continues with Northern Ireland.</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>Propose ongoing.</b></p>