

**POLICE AND CRIME COMMISSIONER (PCC) FOR LINCOLNSHIRE
REQUEST FOR DECISION**

REF: 03-2024

DATE: 18 March 2024

SUBJECT		DEvA Project - Changes to Establishment Phase 1 Business Case
REPORT BY	DEvA Project Manager	
CONTACT OFFICER	Nikki Mayo, Assistant Chief Constable Telephone: 01522 947499	
EXECUTIVE SUMMARY AND PURPOSE OF REPORT		
<p>The purpose of this report is to seek approval for an uplift in establishment required to ensure compliance with the Forensic Science Regulator Code of Practice and Conduct for Digital Evidence, which became mandatory 2nd October 2023.</p> <p>The uplift in resources across the Digital Forensic Unit (DFU), Evidential Management Unit (EMU) and Forensic Collision Investigations Unit (FCIU) will enable the Force to achieve the quality standards needed and will help mitigate the risk of evidence being deemed inadmissible in the first instance and are necessary changes to acquire accreditation thereafter.</p> <p>This business case met the threshold at the Business Case Panel (January 2024) and then this business case was approved via an offline approval due to extended COT being cancelled. It was approved by Chris Haward Chief Constable, Julia Debenham Deputy Chief Constable, Sharon Clark Director of Finance and Corporate Services and Nicola Haywood-Cleverly Chief Digital and Information Officer (25/01/24).'</p> <p>This forms part of the overall DEvA Project Strategy, which includes:</p> <ul style="list-style-type: none">• Changes to Establishment Phase 1• Changes to Establishment Phase 2• Implementation of a new Digital Evidence Case Management System		
RECOMMENDATION	<p>That the following item is considered and approved:</p> <p>An uplift in establishment of 3 FTE across the Digital Forensic Unit (DFU), Evidential Management Unit (EMU) and Forensic Collision Investigations Unit (FCIU).</p> <p>This is necessary to ensure the force remains compliant with statutory requirements relating to evidence:</p> <p>This will result in an annual cost of £146,973 in year 1, rising to £194,995 in year 5, which is to be funded from the ringfenced allocation set aside in recurrent funding for the UKAS Accreditation budget and Digital Evidence Accreditation (DEvA) project.</p>	

POLICE AND CRIME COMMISSIONER FOR LINCOLNSHIRE

I hereby approve the recommendation above, having considered the content of this report.



Signature:

Date: 18 March 2024

A. NON-CONFIDENTIAL FACTS AND ADVICE TO THE PCC

A1. INTRODUCTION AND BACKGROUND

- 1.1 The business case proposes changes to establishment required to ensure compliance with the Forensic Science Regular (FSR) Code of Practice.
- 1.2 The purpose of this business case is to define the necessary establishment changes needed by the Force (and associated business areas) to ensure compliance with the Code.
- 1.3 The required uplift to establishment is essential to maintaining quality standards and accreditation.
- 1.4 Required changes to the establishment are as follows:
 - Evidence Management Unit (EMU)
 - 1 FTE EMU Technical Manager **OR** 1 FTE EMU & ID Unit Team Manager
 - Digital Forensics Unit (DFU)
 - 1 FTE Technical Manager (Digital Media Investigation)
 - Forensic Collisions Investigation Unit (FCIU)
 - 1 FTE Technical Manager

(Further detail included within the Business Case in part 2).

A2. LINKS TO POLICE AND CRIME PLAN AND PCC'S STRATEGIES/PRIORITIES

- 2.1 The uplift of resources supports the Police and Crime Commissioner's Strategic aims of:
 - Policing that works: *Holding the Chief Constable to account for the services he provides and ensure he continues to innovate and transform the service and gives the frontline officers the "right tools for the job" to respond to the diverse needs of our communities.*
 - Protecting and Supporting Victims and the Vulnerable: *Ensure victims and survivors receive appropriate, timely support from all relevant agencies during their journey through the criminal justice system.*

B. FINANCIAL CONSIDERATIONS

- 3.1 Costings for 3 FTE resources and support equipment = £146,973 in year 1, rising to £194,995 in year 5, which is to be funded from ringfenced allocation set aside in recurrent funding for the UKAS Accreditation budget and Digital Evidence Accreditation (DEvA) project. *(Full costing breakdown included in section 6 and table 3 in Financial Evaluation section of appendices of the business case in part 2).*

C. LEGAL AND HUMAN RIGHTS CONSIDERATIONS

[This should include the legal powers the PCC has for making the decision]

- 4.1 The Police Reform and Social Responsibility Act 2011 (“the Act”) makes provision for the governance and administration of police forces. The Act charges the Police and Crime Commissioner for Lincolnshire with securing the maintenance, efficiency, and effectiveness of Lincolnshire Police.

D. PERSONNEL AND EQUALITIES ISSUES

[This should include a copy of the Equality Impact Assessment, if required]

- 5.1 The PCC requires all providers / contractors to have policies in place to demonstrate their commitment and meet all applicable legislative requirements in relation to personnel and equality issues.

E. REVIEW ARRANGEMENTS

- 6.1 The advertisement and recruitment will be the responsibility of the business departments receiving support from HR.

F. RISK MANAGEMENT

- 7.1 All risks are being managed in accordance with existing Force policies and procedures and monitored as part of the ongoing Project Risks. The Force has two formal risk on its register relating to this project.

G. PUBLIC ACCESS TO INFORMATION

Information in this form along with any supporting material is subject to the Freedom of Information Act 2000 and other legislation. Part 1 of this form will be made available on the PCC’s website within one working day of approval. However, if release by that date would compromise the implementation of the decision being approved, publication may be deferred. An explanation for any deferment must be provided below, together with a date for publication.

Is the publication of this form to be deferred? No

If Yes, for what reason:

Until what date:

Any facts/advice/recommendations that should not be made automatically available on request should not be included in Part 1 but instead on the separate part 2 form.

Is there a part 2 form? Yes

If Yes, for what reason: Attached is the full business case and force risk information

DECLARATIONS

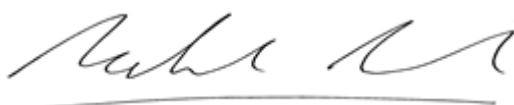
	Initial to confirm
Originating Officer: ACC Nicola Mayo recommends this proposal for the reasons outlined above	NM
The CC's Director of Finance and Corporate Services (S151) has been consulted on this proposal	SC
The A/Chief Constable has been consulted on this proposal	JD
The PCC's Chief Finance Officer has been consulted on this proposal	JF
The PCC's Monitoring Officer has been consulted on this proposal	MB

OFFICER APPROVAL

Chief Executive

I have been consulted about the proposal and confirm that financial, legal and equalities advice has been taken into account in the preparation of this report. Consultation outlined above has also taken place. I am satisfied that this is an appropriate request to be submitted to the Police and Crime Commissioner for Lincolnshire.

Signature:



Date: 11 March 2024