

KEY PROJECT INFORMATION (for FS PU to complete)
1. Project name

DNA WORKSTREAM SUPPORT (ACRO)

2. Force (s)

N/A

3. Project Team

ACPO CRIMINAL RECORDS
OFFICE (ACRO)

4. Project Manager

GARY LINTON

**5. Funding
Revenue:**

£177,145 (FY06/07)

**6. Funding
Capital:**

N/A

7. Project Description

Consist of 8 work streams:

1. Focused work to support those forces who are not maximising their opportunities to lawfully take DNA and fingerprints;
Support Prime Ministers initiative
Visit forces where required
Maximising the benefits from Government investment into Forensics
Expose problems and support forces and offer technical support where required
Recommending interface (including NSPIS Custody) changes where appropriate.
2. Exploratory work to exchange fingerprints and DNA between EU Member States through the work of the UK Central Authority – Exchange of Criminal Records. This supports the FIS work stream to maximise the opportunities to share DNA and fingerprints across Europe. Exploring Interpol's i24 for DNA information exchange.
3. Volunteers 'consent' Issue including;
Review of the work that has been conducted concerning volunteer procedures.
Assess the evidential value of volunteers DNA samples
Review the standard 'consent wording' provided with the DNA kits
Highlight any difficulties around the issue of informed consent.
Develop a policy on behalf of the Home Office to deal with requests for the removal of volunteer DNA profiles from the NDNAD.
Consideration to the intelligence led screening process
4. Assist with the collation of new material for the DNA Best Practice Guide 3rd Edition. Then undertake a structured review of the content, format and presentation of the Guide.
5. Research the issue of retaining, storing and using 2nd DNA samples in order to give a clear and considered view regarding the cases for and against retaining the second sample.
6. Develop a communication strategy and assist with the co-ordination of future DNA Liaison Panels once funding is secured.
7. Review of the NDNAD Subject Access Process and publication of finalised procedure on the Home Office website
8. Support FSPU handling Freedom of Information Requests & PQs

I am satisfied this project: *first column to be completed by FSPU Project Manager second Column for QA*

YES

YES

a) falls within FSPU's terms of reference

√

b) has realistic budget profiles (detailing reclaimable VAT) and provides VFM has active ACPO support

√

c) has realistic objectives and outputs

√

d) has assessed all possible risks

√

e) has appropriate evaluation plans

√

f) has appropriate project plans

√

g) has appropriate monitoring plans

√

h) has supporting evidence attached

√

Project manager:					
Name:	Gary Linton	Signature or email received:		Date:	
Approved by FSPU project manager:					
Name:	Lyn Fereday	Signature:		Date:	
Head of Units comments:					

PROJECT DETAILS

8. Issue/problems that need addressing
Inconsistency in force procedures around lawfully obtaining forensic samples. Defining policy around Subject Access Procedure and retention of second DNA samples.

9. Outline the broad approach (strategy) that you are using to address the issue(s) identified in Box 8.
Focused force visits where required. Workshops with key stakeholders on volunteer processes, Subject Access Procedure and other areas where required.

10. Description of this project and how it fits into the strategy above.
ACRO's contribution to FIS is an intrinsic part of their work. ACRO are supporting CC Tony Lake and more broadly the work of the NDNADSB and DNA Ops Group.

11. Outcomes expected
<i>Relate these comments to what has been said in boxes 8 – 10 and to the evaluation on page 6</i>
Project visits – Report of findings identifying any best practice. Publication of revised Subject Access Procedure and volunteer processes.

12. Force Reorganisation and Links (e.g. partners, Other Government Departments...)
<i>How this project is coherently linked to/with activities of stakeholders/partners (e.g. Other Government Departments) and how it fits into force reorganisation.</i>
This is not a force initiative, but one to improve the management of forensic data nationally. The work links into other HO departments such as PLPU and PSU.

13. For FSPU to complete
What other H/O Units have involvement in this work.
NONE

14. Have they been contacted with regard to this work, have they reviewed this proposal, do they support it and what is their input or comments.

N/A

15. Proposed completion date and exit strategy See guidance for examples

March 07. Funding will be required for 07/08

**PROJECT FUNDING FOR THE 2005/06 FINANCIAL YEAR (and subsequent yrs if appropriate)
IF NO FUNDING IS REQUIRED PLEASE GO TO SECTION 15**

16. Proposed level of funding.

Please separate out the amount of VAT expected to be incurred (if applicable).

17. Please give details below of the breakdown of expenditure for current financial year 2006/07:

Break down of expenditure <i>What is the money to be spent on?</i>	ANY COMMENTS <i>Daily Rates £</i>	No of Days	Amount Revenue £:	VAT Is VAT reclaimable or non reclaimable? <i>If Yes amount must be completed below. VAT must be included in total amount See Guidance</i>
D/Supt ACRO Manager	£514	55	£28270	
Deputy ACRO Manager	£400	6.5	£ 2600	
Business Development Officer (Forensics)	£310	162.5	£50375	
Business Development Officer (Criminal Records)	£310	17.5	£ 5425	
Temporary SO2 grade (Forensics)	£296	164.5	£48692	
Temporary SO2 grade (Forensics)	£296	74.5	£22052	
Business Benefits Officer	£296	15	£ 4440	
Office Manager	£226	32.5	£ 7345	
Office Clerk	£161	16	£ 2576	
Exceptional Case Advisor	£245	8	£ 1960	
Central Authority Manager	£310	11	£ 3410	
		Revenue Total:		
			£177,145	

Please note FSPU will only pay money directly to the ACRO – if consultants etc are to be used it is for the ACRO to arrange payment to outside organisations and deal with any procurement issues.

Capital assets must be owned by the ACRO who must also be responsible for on-costs in

future years.

18. How will this money profile across into financial year 2006/07.

Funding will be given via grant payment from FSPU (Home Office)

19. Provide details of any resources (e.g. staff/funding) being provided by the organisation

Please see breakdown of expenditure above

20. Have you made (or intend to make) any other applications for funding for this project
If yes please complete table below:

YES

NO

- (a) the Forensic Science and Pathology Unit
- (b) any other part of the Home Office
- (c) from any other Government Department
- (d) other

No

Name of Funder	Date of application	Amount applied for	Status of application

PROJECT MONITORING AND EVALUATION

21. Identify key performance milestones (with indicative timescales)

Milestone	Timescale and date for completion
1. (insert milestone)	Please see above breakdown for number of days
2. (insert milestone)	
3. (insert milestone)	
4. (insert milestone)	
5. (insert milestone)	
6. (insert milestone)	
7. (insert milestone)	
8. (insert milestone)	
9. (insert milestone)	

22. Risks			
Description	Likelihood <i>High, Med, Low</i>	Impact <i>High, Med, Low</i>	Contingency Plans
Forces introducing local policy which conflicts with ACPO policy.	Medium	High	Support forces realigning them to current ACPO policy.
Taking DNA & fingerprints lawfully – PND's (w/o consent) and non recordable offences.	Medium	Low	Managed through Exceptional Case Procedure.

24.	
Staffing (please give details of personnel involved)	Commitment and description of activity – Project Manager's Responsibilities <i>For example attend monthly management meetings– one day each month)</i>
Please see above – Detailed at Section 17.	

PROJECT EVALUATION STRATEGY

Evaluation section must be completed for the project to be approved.

25. Please give details of how the project will be evaluated including:

(a) by what date will the evaluation be completed:

End February 2007

b) who specifically will be completing the final evaluation:

Please give contact details

Lyn Fereday and Gary Linton

(c) what type of evaluation is anticipated as being the most appropriate for the project i.e. will it be an internal (FSPU/RDS/force) or external (consultants) evaluation:

Internal

(d) how much will the evaluation cost:

if applicable the amount actually spent on the project and over what time period

Nil

(e) What the project actually did with the money e.g. what were the deliverables achieved, did the project meet its agreed milestones and what issues arose which affected the outcome(s)?

Provided assistance to FSPU with regards to the FIS programme

(f) are there any problems with sharing data with FSPU and any independent evaluators, e.g. data protection issues:

No

(g) quantitative and qualitative evidence that the project achieved any impact at all against its aims/objectives

Production of a report

(h) Outcomes, aims, lessons learnt and exit strategy.

A report will be produced detailing any outcomes and lessons learned

COMMUNICATION AND MARKETING STRATEGY

Communication and marketing section must be completed for the project to be approved. (if applicable)

26. Please give details of how the project will be marketed including:

(d) When will the marketing process commence:

Once procedures have been reviewed and agreed.

(a) Please give details of the person in charge of marketing the project:

Lyn Fereday

(b) What plans are in place for marketing the project:

Include plans for articles in publications, posters, leaflets

N/A

(c) How will the project be communicated internally and externally:

HO website and via ACPO Intranet/Force Business Heads where appropriate.

(d) Where will information on Good Practice be stored? Give location on the Corporate File Plan and how will the Good Practice be shared (with Home Office Units, Partners etc)

DNA Best Practice Guide.

(c) How will stakeholders be communicated to:

HO website & Forensic Practitioner website where appropriate.

**(e) how much will the marketing cost:
(if applicable)**

N/A

Contact Details	
27. Project Manager:	
Name:	Gary Linton
Telephone:	023 8045 09858
Address:	Kings Worthy Court, Court Road, Kings Worthy, Winchester, Hampshire SO23 7QA
28. Project Funds Manager: person responsible for monitoring project funds	
Name:	Lyn Fereday
Telephone:	0207 035 3043
Address:	6 th Floor Peel Building – 2 Marsham Street, London SW1P 4DF
ACPO and Stakeholders	
29. An ACPO Officer must approve this project before it is submitted to FSPU if appropriate <i>please supply details below</i>	
Name:	A/DCC Adrian McAllister
30. Please supply details below of any other stakeholders involved in this Project <i>Details of further stakeholders can be added to the free text box on the back page.</i>	
Name:	Mike Prior
Telephone:	01216062982
Address:	Forensic Science Service Ltd Priory House Gooch St North Birmingham B5 6QQ
Important: Please note: 31. Please insert details below.	
Name:	Bob Green
Telephone:	02070353162
Address:	The Home Office 4th Floor Fry Building Post Point A 2 Marsham Street London SW1P 4DF

Completed project outline forms should be emailed: {project.manager}@homeoffice.gsi.gov.uk
Please insert name

If it is not possible to send electronically:

- send a hard copy to: [\[FSPU Project Manager\] – Insert name](#)
Forensic Science and Pathology Unit
Peel Building
6TH Floor
2 Marsham Street
London
SW1P

If you have any queries, please ring on: 020 7035 XXXX [Insert number](#)

Free Text Box: Further relevant information can be added here: