

Meeting	Forensic Services Committee
Date	15 February 2018
Location	Pacific Quay, Glasgow
Title of Paper	Forensic Services Annual Assurance Report
Item Number	10
Presented By	Tom Nelson (SPA Forensic Services)
Recommendation to Members	For Noting and Consultation
Appendix Attached	NO

PURPOSE

The purpose of this paper is to present the Forensic Services Annual Assurance Report for discussion.

Forensic Services Committee – Annual Assurance Statement

Chair	Iain Whyte
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Forensic Services Committee**1. Background**

An Annual Assurance Statement is submitted from the Forensic Services Committee to the SPA Board. This Statement follows the procedure for all SPA Committees and provides the necessary detail to support the Governance Statement within the SPA Annual Report and Accounts for 2017/18.

2. Overview

This report covers the period from 7th November 2017 to 31st March 2018 during which time the Forensic Services Committee met formally twice times and held a Strategy review session.

The Forensic Services Committee exists to:

- Provide oversight, scrutiny and assurance to the Board on the delivery of Forensic Services to the Police Service, Police Investigations and Review Commissioner and the Crown Office and Procurator Fiscal (COPFS) as set out in Section 31 of the Police and Fire Reform (Scotland) Act 2012.
- Provide advice and seek assurance on the delivery of Forensic Services by providing constructive challenge and contributing to planning and future development of Forensic Services.
- Make recommendations to the SPA Board on Forensic Services related matters.

The Forensic Services Committee is Chaired by an SPA Board member with the support of 2 other Board members. Other invitations may be extended as follows:

- Forensic Services staff
- Authority staff
- Police Scotland representatives
- COPFS representatives
- Partner organisations
- Chair and Chief Officer of the SPA have standing invitations.

The Committee was created during the 2017/18 year following recommendations from the June 2017 HMICS Thematic Inspection report.

A report from the Forensic Services Committee is taken to each subsequent SPA Board meeting. All Forensic Service decisions are deferred to the SPA Board or the appropriate senior executive as per the SPA Scheme of Delegation.

3. Forensic Services Committee and Dates of Meetings

Membership of the Audit Committee for 2017/18 was made up of the following SPA Board members:

- Iain Whyte (Chair)
- Nicola Marchant
- Robert Hayes

Name of Board Member	Possible Number of Meetings	Number of Meetings Attended
Iain Whyte	2	2
Nicola Marchant	2	2
Robert Hayes	2	2

Other key attendees who reported to the Committee during the year were:

- Tom Nelson – Director of Forensic Services
- Fiona Douglas – Head of Biology
- Gary Holcroft – Head of Physical Science
- Victoria Morton – Head of Scene Examination
- Amy McDonald – Forensic Services
- Stephen McGowan – Crown Office and Procurator Fiscal Service
- Malcolm Graham – Assistant Chief Constable Police Scotland
- Sean Scott – Police Scotland
- Christina Yule - HMICS

Meetings of the Committee have been held on:

- 7th November 2017
- 15th February 2018

At the first meeting of the Forensic Services Committee the Committee Terms of Reference were discussed and agreed with changes.

4. Main Committee Business during 2017/18

During the year the main work the Committee has undertaken, in line with the Committee Terms of Reference, is as follows:

- Governance arrangements supporting the Committee
- Forensic Services Quarterly Performance Report
- HMICS recommendations tracking
- Forensics 2026 Strategy – review and challenge
- Forensics 2026 Strategy Consultation Process
- Review of Forensic Services Risk
- Revenue and Capital budget review
- Business Plan review
- Review of a number of Business Cases

5. Annual Statement of Assurance

The Forensic Services Committee bases its opinion for the year on:

- The performance management information presented;
- review and scrutiny of reports presented;
- the information, explanation and assurances provided by Senior Officers;
- reports brought forward for Committee consultation; and
- identification of known issues.

It is the Forensic Services Committee's opinion that the SPA's governance in relation to Forensic Services governance is adequate and operating effectively.

Signed:

Iain Whyte
Chair
SPA Forensic Services Committee

Date:

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