

Minute of Forensic Services Committee

Meeting	Forensic Services Committee	Date/Venue	Wednesday 30 th May 2018 Pacific Quay, Glasgow
Meeting Called By	Iain Whyte	Start Time	14.00
Reference Meeting No	FSC-003	End Time	17.00

Members Present		In Attendance	
Name	Title	Name	Title
Iain Whyte	Authority Member	Tom Nelson	Director of Forensic Services
Robert Hayes	Authority Member	Amy McDonald	2026 Forensics Modernisation Programme Manager
Graham Houston	Authority Member	Fiona Douglas	Head of Biology, Forensic Services
		Victoria Morton	Head of Scene Examination, Forensic Services
		Gary Holcroft	Head of Physical Sciences, Forensic Services
		Craig Donnachie	Head of Quality, Forensic Services
		Graham Stickle	Risk and Policy Specialist, SPA
		Liz Nimmo	Programme Manager, Police Scotland
		ACC Gillian McDonald	Assistant Chief Constable, Police Scotland

		DCS David McLaren	Detective Chief Superintendent, Police Scotland
		Tina Yule	Lead Inspector, HMICS
		Stephen McGowan	Procurator Fiscal for High Court
		Karen Vallance	Committee Co-ordinator, SPA

APPROVED

1. INTRODUCTION (Iain Whyte)

1.1 Chair's Opening Remarks

1.1.1 The Chair welcomed all attendees to the meeting.

1.2 Apologies

1.2.1 There were no apologies received.

1.3 Declarations of Interest

1.3.1 There were no declarations of interest.

1.4 Items for Board Submission

1.4.1 Members noted the amended Terms of Reference (Item 5.1) were recommended for Board approval.

1.5 Business Conducted Since Last Meeting

1.5.1 There was no business conducted since the last Committee meeting.

2. MINUTES AND ACTIONS FROM LAST MEETING (Iain Whyte)

2.1 Minute of Committee Meeting held 15 February 2018

2.1.1 The Minutes were **AGREED** as an accurate record.

2.2 Rolling Action Log

2.2.1 Members **AGREED** and **APPROVED** the action log.

3. Matters Arising

3.1 There were no matters arising.

4. PRIVATE SESSION BUSINESS (Iain Whyte)

4.1 Confirmation of Private Session Business for 30 May 2018

4.1.1 Members **AGREED** Items 11 – 20 would be taken in private.

5. FORENSIC SERVICES GOVERNANCE (Tom Nelson)

5.1 Forensic Services Committee Terms of Reference

5.1.1 A McDonald presented appendix 1 of the joint paper for Item 5 which recommended the amended Terms of Reference be put forward for approval to the full Board. Members **AGREED** with the recommendation.

5.2 Forensic Services Programme Board Governance

5.2.1 Members noted the information provided in appendix 2 of the joint paper for Item 5 which detailed the Forensic Services Programme Board Governance.

5.3 Forensic Services Committee Co-opted Members

- 5.3.1 A McDonald presented appendix 3 of the joint paper for Item 5 which provided further detail on requirements for a co-opted Members of the Committee.
- 5.3.2 Members discussed that the specialist skills required would first need to be identified before co-opted Members can be sought **ACTION PFSC – 20180530 – 001**. Specialist skills identified would also assist in clarifying how many co-opted Members were required.
- 5.3.3 Following concern raised on how co-opted Members' advice could be quality assured, T Yule advised that HMICS had information on co-option which could assist.

6. HMICS UPDATE REPORT (Vicki Morton)

- 6.1 V Morton presented the report which provided Members with an update on work to implement the improvements set out in the HMICS Thematic Inspection of Forensic Services and the change in approach to delivering improvements. Members were informed that a short life working group was being held in June 2018 to further progress work.
- 6.2 In response to questions raised regarding no timescales provided for some recommendations, V Morton clarified that the timescales were to be confirmed as there were inter-dependencies between recommendations. Further work was required before a timescale for delivery could be established.
- 6.3 With regard to recommendation 9 which detailed that the implementation of ISO17025 accreditation for digital forensics is now part of the Cyber Capability Programme, Members noted that although SPA does not have oversight of that programme, reporting on the accreditation should still be provided to the Committee.

7. FORENSIC SERVICES PERFORMANCE REPORT – Q4 (Tom Nelson)

- 7.1 T Nelson provided a brief overview of the paper. The Committee discussed the importance for scientific value to be identified and agreed that, to assist in progressing the work, a workshop between Forensic Services, Police Scotland, Crown Office and SIPR be arranged **ACTION PFSC – 20180530 – 002**.
- 7.2 Further information was sought regarding the reduction in fingerprint casework during the last quarter of 2017/18. Members were advised that fingerprints were often the last activity in the casework process and therefore if cases were queued in Mark Enhancement this also represented a queue for fingerprints although would not be recognised as such until the work was completed in Mark Enhancement. In addition direct submissions to Fingerprints from Scene Examination were down consistent with the time of year. . It was confirmed that some fingerprint staff had been deployed elsewhere within the business which could also have an impact on the data.

8. FORENSIC SERVICES WORKPLAN (Iain Whyte)

- 8.1 With the addition of Forensic Services Programme Board Governance becoming a regular cyclical item, Members AGREED the workplan.

9. AOB (Iain Whyte)

- 9.1 There was no other business.

10. DATE OF NEXT MEETING: 14 August 2018 (Iain Whyte)

End

APPROVED