

Minute of Forensic Services Committee

Meeting	Forensic Services Committee	Date/Venue	Thursday 15 th February 2018 Pacific Quay, Glasgow
Meeting Called By	Iain Whyte	Start Time	09.30
Reference Meeting No	FSC-002	End Time	13.30

Members Present		In Attendance	
Name	Title	Name	Title
Iain Whyte	Authority Member	Tom Nelson	Director of Forensic Services
Nicola Marchant	Authority Member	Amy McDonald	2026 Forensics Modernisation Programme Manager
		Fiona Douglas	Head of Biology, Forensic Services
		Victoria Morton	Head of Scene Examination, Forensic Services
		Craig Donnachie	Head of Quality, Forensic Services
		Hilary Pearce	Interim Director, SPA
		Graham Stickle	Risk and Policy Specialist, SPA
		Elizabeth Nimmo	Programme Manager, SPA
		ACC Gillian McDonald	Assistant Chief Constable, Police Scotland

		ACC Malcolm Graham	Assistant Chief Constable, Police Scotland
		DCS David McLaren	Detective Chief Superintendent, Police Scotland
		Ali Malik	Associate Inspector, HMICS
		Andy Shanks	Procurator Fiscal, Grampian, Highland & Islands
		Colette Watson	Personal Assistant, SPA

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STANDING ITEMS

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 Apologies were received from Robert Hayes.

1.3 Declarations of Interest

1.3.1 There were no declarations of interest.

1.4 Items for Board Submission

1.4.1 There were no items for Board submission.

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 7 November 2017

2.1.1 T Nelson stated he would liaise with the author of the previous Minute to correct some typing errors, however, he was comfortable to confirm the content.

2.1.2 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 15 February 2018

4.1.1 The Chair confirmed private session business was as per the Agenda.

5. FORENSIC SERVICES PERFORMANCE REPORT (Tom Nelson)

5.1 T Nelson provided an overview of the paper and assured Members that impact analysis would be undertaken in relation to changes in the forensic marketplace in England and Wales. Analysis to include information on risks and potential opportunities **ACTION PFSC-20181502-001**.

5.2 Members were informed that the change in caseload numbers within the Drugs department was due to changing legislation which required more cases to be analysed. Caseload changes in Biology and Firearms could be attributed to the work required in large cases such as Operation Escalade.

Not Protectively Marked

- 5.3 In relation to future planning, Members were assured that Forensic Services were informed of future planning of Operations at the Multi-agency Task and Delivery Board. Depending on the Operation and complexity, notice period of the Operation was either weeks or months.
- 5.4 Members noted that the reporting of output was difficult to chart as all cases vary in terms of the number of productions and complexity. However, the Packages of Work system was collating data more accurately.
- 5.5 Members sought and received assurance that actions and recommendations from UKAS assessment visits were followed through. Submission dates for evidence to support work against recommendation is provided by UKAS who then review and request further information if required. No requests for further information has been received which was positive. Members were also assured that this work had no crossover to HMICS recommendations.
- 5.6 Members recommended that Operation Escalade or another case of a similar scale, be used as evidence of the benefits of improved forensic technology, possibly inviting SIPR to undertake the evaluation **ACTION PFSC-20181502-002.**

6. HMICS UPDATE REPORT (Victoria Morton)

- 6.1 V Morton provided a summary of the report to Members.
- 6.2 Members were content with the information provided but requested consideration be given to future reports detailing the current status of all recommendations **ACTION PFSC-20181502-003.**

7. FORENSIC 2026 STRATEGIC CONSULTATION (Amy McDonald/Fiona Douglas)

- 7.1 A McDonald provided a summary of the report to Members and assured Members that plans were being produced to communicate consultation findings with Forensic Services staff.
- 7.2 Members noted that they were content with the next steps provided within the paper.

8. FORENSIC SERVICES WORKPLAN (Iain Whyte)

- 8.1 Members agreed that the workplan should include projects and/or initiatives that are linked to the three year business plan, including legislative requirements such as the drug driving timeline and Home Office biometrics Programme decision points **ACTION PFSC-20181502-004.**

9. FORENSIC SERVICES COMMITTEE – END OF YEAR REVIEW (Iain Whyte)

- 9.1 The Chair advised that Item 10 included all information on the work the Committee had undertaken in its first two meetings.

10. FORENSIC SERVICES ANNUAL ASSURANCE REPORT (Tom Nelson)

- 10.1 Members requested that the following be included within the Forensic Services Annual Assurance Report:
- Intention to end financial year within budget
 - Levels of accreditation
 - Assurance that Forensic Services is working within its policies
 - Number of missed court attendance days by Forensic staff

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- 10.2 Members agreed that the report should be amended to include the aforementioned then provided to the Committee Chair who will then provide to the full SPA Board **ACTION PFSC-20181502-005**.

11. AOB (Iain Whyte)

- 11.1 V Morton circulated a paper which provided a summary of the key changes in service delivery since the introduction of the Scene Attendance Policy and Guidance (SAP&G) across Police Scotland and SPA Forensic Services in November 2017.
- 11.2 Members were assured that the policy was being highlighted within Police Scotland through the Acquisitive Crime Group which has representation from all divisions. The use of the Scene Request Decision Making App was being highlighted on the Police Scotland website.

12. DATE OF NEXT MEETING: THURSDAY 10 MAY 2018

End

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