

Meeting	Forensic Services Committee
Date	30 May 2018
Location	Pacific Quay, Glasgow
Title of Paper	Governance
Item Number	5
Presented By	Tom Nelson
Recommendation to Members	For Consultation
Appendix Attached	Yes: <ol style="list-style-type: none"> 1. Forensic Services Committee Terms of Reference 2. Forensic Services Change Programme Governance 3. Forensic Services Committee Co-opted Members

PURPOSE

The purpose of this paper is to:

1. Provide the updated Committee Terms of Reference following earlier member, PS and COPFS review;
2. Illustrate the Governance arrangements sitting around the Forensic 2026 Strategy Change Programme; and
3. Bring forward a proposal for a Co-opted Member to be brought forward to the Forensic Services Committee.

1. BACKGROUND

- 1.1. The paper puts forward updates to the proposed Governance arrangements of the Forensic Services Committee working arrangements.
- 1.2. The papers brought forward bring together the recent discussion and actions tabled. The changes proposed will have been appropriately reviewed and endorsed prior to becoming formally accepted by the Forensic Services Committee and part of the ongoing Governance arrangements.

2. FURTHER DETAIL ON THE REPORT TOPIC

- 2.1. **Forensic Services Committee Terms of Reference** have been updated to reflect the change discussed at the first Forensic Services Committee. These changes better reflect the input to Committee discussion of our partners and have the business of the Committee will be conducted. Updated Terms of Reference are contained at Appendix 1. Submitted for recommendation to the SPA Board for approval.
- 2.2. **Forensic 2026 Strategy Change Programme Governance** – tabled as part of the 2018-20 Forensic Services Business Plan to the Board on the 2nd of May 2018 was the Governance of both the Change and the Business as Usual activity. Both areas of business report to the Forensic Services Committee. The diagram at Appendix 2 illustrates how in practice this will work.
- 2.3. **Forensic Services Co-opted Member** – given the technical and specialist nature of Forensic Services members consented to the inclusion of the potential for a co-opted member with specialist knowledge. This specialist co-opted member would be able to lend support to the Forensic Services Committee and also support and challenge the Forensic 2026 Strategy Change Programme.
- 2.4. **Next Steps** – following approval or otherwise the actions which are required to be taken forward will followed through, this will extend to:
 - 2.4.1. Publishing updated Terms of Reference as endorsed by the SPA Board
 - 2.4.2. Establishing the Forensic 2026 Strategy Programme Change Board
 - 2.4.3. Seeking the services of a co-opted member.

3. FINANCIAL IMPLICATIONS

- 3.1 There are no financial implications in this report.

4. PERSONNEL IMPLICATIONS

- 4.1 There are no personnel implications associated with this paper.

5. LEGAL IMPLICATIONS

- 5.1 There are no legal implications in this paper to those listed above.

6. REPUTATIONAL IMPLICATIONS

- 6.1 There are no reputational implications associated with this paper.

7. SOCIAL IMPLICATIONS

- 7.1 There are no social implications associated with this paper.

8. COMMUNITY IMPACT

- 8.1 There are no community implications associated with this paper.

9. EQUALITIES IMPLICATIONS

- 9.1 There are no equality implications associated with this paper.

10. ENVIRONMENT IMPLICATIONS

- 10.1 There are no environmental implications associated with this paper.

RECOMMENDATIONS

Members are requested to:

- a) Note the papers contained within this report;
- b) Provide feedback on the proposals;
- c) Advise on seeking a co-opted member for the Forensic Services Committee; and
- d) Recommend the changes to the Forensic Services Committee Terms of Reference to the SPA Board for Approval.

Appendix 1

FORENSIC SERVICES COMMITTEE – Terms of Reference

PURPOSE AND SCOPE

1. The purpose of the Forensic Services Committee is 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 Lord Advocate and procurators fiscal as set out in Section 31 of the Police and Fire Reform (Scotland) Act 2012. The committee will 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. The committee will make recommendations to the SPA Board on Forensic Services related matters.
2. Meetings will be used to:
 - i) Oversee the development and delivery of the Forensic Service Strategy ensuring alignment to the Strategic Police Priorities, the Strategic Police Plan and the Scottish Government's Strategy for Justice.
 - ii) Develop and keep under review arrangements set out in the Memorandum of Understanding between the Forensic Service, the Crown Office and Police Scotland and ensure an evolving and developing tripartite partnership continues.
 - iii) Oversee the implementation of improvement recommendations made in relation to the Forensic Service by scrutiny/inspections bodies or the SPA. Given accreditation of the forensic work is so important, this should also include findings from United Kingdom Accreditation Service (UKAS) the accreditation body to provide continued reassurance as to the quality of the forensic output.

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- iv) Seek assurance that the Forensic Service has appropriate risk and financial management controls in place, and review quarterly and annual reports produced by Forensic Services in relation to the exercise of its functions, including reports on operational and organisational performance and of progress in the achievement of objectives for onward consideration by the SPA Board
- v) Ensure that the Forensic Service maintains appropriate links with UK and international bodies, for example in relation to research and development.
- vi) Ensure that Forensic Services has adequate and appropriate support and resource to enable service to be delivered with ongoing improvement.
- vii) Seek assurance that the SPA's statutory obligations as a service provider are being appropriately discharged, in particular SPA's duties in relation to the health, safety, wellbeing and equalities.

MEMBERSHIP & ATTENDEES

3. Chair ("the Committee Chair") and no more than three other Board Members. The Committee may also include co-opted members selected for their expertise in the areas that fall within the Committee's terms of reference.

4. The Chair of the Authority has a standing invitation to attend meetings. Any other Board Member may attend after consultation with the Chair of the Committee Chair.

5. Police Scotland, the Crown Office Procurator Fiscal Service and the Police Investigations and Review Commissioner have a standing invitation to attend meetings and participate in discussions of the Committee. Members of the Authority staff may also be invited to attend committee meetings.

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6. The Committee chair may invite representatives from external stakeholders or partner organisations for consideration of specific agenda items / subject areas.

MEETINGS

7. The procedures for the Committee meeting are as follows:
- i) The Committee will hold at least **4** scheduled meetings per year, although the precise number of meetings will be dependent upon the nature and extent of the Committee's business.
 - ii) A proactive forward looking work plan for the year will be established, and agreed by the Board, distinguishing between standing, cyclical and ad-hoc items.
 - iii) Twenty one calendar days prior to each meeting the Committee chair will determine, in consultation with others as necessary, the items that are to be included on the agenda for that meeting. Any items received after this date will be accepted at the Committee chair's discretion. The agenda will be circulated to all Board Members for information. Final papers for each meeting must be submitted to the secretariat no later than 10 calendar days prior to the meeting and circulated to Board Members and other invited attendees no later than 7 calendar days prior to the meeting. Papers received after this date will be accepted at the Committee chair's discretion.
 - iv) With the agreement of the Committee Chair and the availability of technology Board Members may be able to join the meeting by video or teleconference.
 - v) A draft rolling action log will be available no later than 5 calendar days after each meeting. Draft minutes will be available to the Committee Chair no later than 14 calendar days after the meeting. Once agreed with the Committee Chair, draft minutes will be circulated to all Board Members noting that they are still subject to formal approval at the next Committee meeting.
 - vi) A summary report will be provided to the Chair of the Authority after each Committee meeting. This will be used as the basis of quarterly reporting to the SPA Board in public session.

SECRETARIAT

7. The Chief Executive Officer will ensure that appropriate support is provided to the meeting by SPA officers through a dedicated Secretariat comprising subject specialist and other committee expertise.
8. The Secretariat will be responsible for all arrangements associated with supporting the meeting.

Appendix 2

FORENSIC SERVICES

Programme Governance



STRATEGIC OBJECTIVES



STRATEGIC OUTCOMES



Appendix 3 – Co-opted Member

1. BACKGROUND

- 1.1. In November 2017 it was proposed that the Forensic Services Committee give consideration to co-opting a specialist advisor to lend support in areas of specialism required to support the Forensic Services Committee.
- 1.2. Members agreed to this suggestion and therefore a paper is being tabled to allow this action to move forward.

2. FURTHER DETAIL ON THE REPORT TOPIC

- 2.1. The Forensic Services Committee could benefit from having an co-opted expert which brings additional skills and scientific knowledge to this group. Through providing this support to the Committee it is anticipated the delivery of both business as usual activity and the Strategic Change programme will be stronger through greater scrutiny being applied.
- 2.2. The Forensic Services Director will be able to provide the appropriate skillset required in respect of the scientific abilities and experience that would be beneficial. Given that forensic science is a small and specialist area there will always be a limited number of professionals who are able to provide the assistance sought.
- 2.3. Co-opted members are not considered to be SPA Board members but more the role of technical specialist support which would be requested on a periodic basis and therefore not necessarily at every Forensic Services Committee.

3. NEXT STEPS

- 3.1. Suitably qualified forensic expertise will be considered by the Director of the Forensic Services who will then take forward discussion.
- 3.2. SPA Forensic Services Committee members will be asked to endorse any proposal for external support prior to engagement taking place.