

**Minute of Forensic Services Committee**

<b>Meeting</b>	Forensic Services Committee	<b>Date/Venue</b>	Tuesday 14 <sup>th</sup> August 2018 Pacific Quay, Glasgow
<b>Meeting Called By</b>	Iain Whyte	<b>Start Time</b>	10.00
<b>Reference Meeting No</b>	FSC-004	<b>End Time</b>	11.30

<b>Members Present</b>		<b>In Attendance</b>	
<b>Name</b>	<b>Title</b>	<b>Name</b>	<b>Title</b>
Iain Whyte	Authority Member	Tom Nelson	Director of Forensic Services
Robert Hayes	Authority Member	Amy McDonald	Forensic Services
Graham Houston	Authority Member	Derek Scrimger	Temporary Head of Biology, Forensic Services
Tom Halpin	Authority Member	Fiona Douglas	Temporary Head of Forensic Services 2026 Programme, Forensic Services
		Gary Holcroft	Head of Physical Sciences, Forensic Services
		Calum Young	Detective Superintendent, Police Scotland
		Liz Nimmo	Programme Manager, Police Scotland
		Martin Smith	Strategy Programme Lead, SPA

		Lynn Clarke	Programme Development Manager, SPA
		Roddy Irvine	Lead Inspector, HMICS
		Andrew Shanks	Procurator Fiscal for High Court
		Karen Vallance	Committee Co-ordinator, SPA

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## **INTRODUCTION (Iain Whyte)**

### **1.1 Chair's Opening Remarks**

- 1.1.1 The Chair opened the meeting and welcomed Tom Halpin as a new Committee Member.

### **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 Any Other Business**

- 1.4.1 There was no other business.

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

### **2.1 Minute of Committee Meeting held 30 May 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. DECISION ON TAKING BUSINESS IN PRIVATE (Iain Whyte)**

- 4.1 Members **AGREED** Items 10 – 13 would be taken in private.

## **5. FORENSIC SERVICES PERFORMANCE REPORT (Tom Nelson)**

- 5.1 T Nelson provided a brief summary of the paper. Members were informed that recruitment within the Biology department was ongoing for the Dundee site and complete at the Scottish Crime Campus. Recruitment within the various Physical Sciences departments were ongoing and all posts throughout all sites would be in place by January 2019 at the latest.
- 5.2 With reference to page 11 of the report, Members sought further information regarding customer feedback and any link with the SPA Complaint and Conduct Department. Members were advised that all complaints and negative feedback are logged and actioned within the Forensic Services Q-pulse software then shared with SPA Complaints and Conduct Department, when appropriate. The graph presented on page 11 within the report details complaints and negative feedback from Police Scotland, Crown Office, other partner agencies and the public collectively.

## **6. HMICS UPDATE REPORT (Lynne Clark)**

- 6.1 L Clark presented the report, highlighting that paragraph 3.4 should read 'Of the recommendations that remain outstanding, 7 are green status and 5 are amber (see Key in Appendix A)'. While there are no timescales for a response from HMICS

regarding the proposed closed recommendations, a lot of work has been done and good progress in being made to reach the overall timescales of the end of December 2018.

- 6.2 Members queried why HMICS recommendation 16 had a green rag status despite the timescale for delivery being July 2018. It was confirmed that sub-group 2 would re-assess both the timescale and rag status **ACTION 20180814 – FS- 001.**
- 6.3 In response to concerns raised on progress against the demand management model, Members were assured that the Target Operation Model would include demand management and engagement with Police Scotland and the Crown Office was ongoing. Members requested a more in-depth discussion at the next Committee meeting **ACTION 20180814 – FS- 002.**

**7. UKAS ASSURANCE (Tom Nelson)**

- 7.1 Members noted the report, agreeing the information provided was reassuring and welcomed continuing accreditation.

**8. FORENSIC SERVICES WORKPLAN (Iain Whyte)**

- 8.1 With the addition of Target Operating Model Update being an ad/hoc item in November 2018, Members agreed the workplan.

**9. AOB (Iain Whyte)**

- 9.1 There was no other business.

*Items 10 – 13 were taken in private.*

*End*