



Terms of Reference

Forensic Services Committee

Purpose and Scope

The purpose of the Forensic Services Committee is to provide oversight, scrutiny and assurance to the Board on the performance and 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 reviewing progress, providing constructive challenge and contributing to strategy, planning and future development. The Committee will make recommendations to and advise the Board on Forensic Services related matters. The Committee will oversee the management and development of processes and procedures in line with Best Value principles.

2. Meetings will be used to:
 - 2.1 Oversee the development and delivery of the Forensic Services Strategy ensuring alignment to the Strategic Police Priorities, the Strategic Police Plan and the Scottish Government's Strategy for Justice.
 - 2.2 Review the performance of Forensic Services, using the performance framework. In particular review quarterly and annual performance reports and progress in the achievement of objectives and outcomes, ahead of consideration by the Authority. This should include findings from the United Kingdom Accreditation Service (UKAS) to provide continued reassurance about the quality of Forensic Services' output.
 - 2.3 Review other relevant quarterly and annual reports produced by Forensic Services on the development and delivery of its functions.
 - 2.4 Seek assurance that effective operational and strategic partnership arrangements are in place. Develop and keep under review arrangements set out in the Memorandum of Understanding between Forensic Services, the Crown Office and Police Scotland and ensure an evolving and developing tripartite partnership continues.
 - 2.5 Support the development of, and approve, the Forensic Services performance framework, ensuring that it is aligned with strategic



objectives, statutory requirements and ethical standards; that it develops best practice in measuring and reporting the achievement of outcomes; that it is based on robust and meaningful data; and that it takes account of statutory obligations and the commitments set out in the Memorandum of Understanding.

- 2.6 Oversee the implementation of performance improvement recommendations made in relation to Forensic Services by scrutiny/inspections bodies, audit reports, or the Authority.
- 2.7 Oversee Forensic Services' use of resources and its operational and strategic risk.
- 2.8 Consider such other matters as required by the Board.

Membership

3. The Committee will consist of a minimum of three Authority members including the chair ("the Committee Chair").
4. The quorum of the Committee will be two Authority Members including the Committee Chair.

Attendees

5. In addition to the Chair and the Chief Executive, Police Scotland, the Crown Office and Procurator Fiscal Service and the Police Investigations and Review Commissioner have a standing invitation to attend meetings and actively participate in the Committee's discussions.

Meetings

6. The Committee will hold at least four scheduled meetings per year, although the precise number of meetings will be dependent upon the nature and extent of the Committee's business.