

FORENSIC SERVICES COMMITTEE
3 February 2020

**Minute of the Scottish Police Authority Forensic Services
Committee held on Monday 3 February 2020 in Pacific Quay,
Glasgow.**

Board Members Present: Tom Halpin (Chair)
Bob Hayes
Jane Ryder

In attendance: Scottish Police Authority (SPA)
Tom Nelson, Director of Forensic Services
Gary Holcroft, Head of Physical Sciences
Vicki Morton, Head of Crime Scene Recovery
Fiona Douglas, Temporary Head of Forensic Services 2026
Programme
Derek Scrimger, Temporary Head of Biology
Amy McDonald, Forensic Services
Colette Craig, SPA Committee Co-ordinator

Police Scotland (PS)
Gary Cunningham, Detective Chief Superintendent
Liz Nimmo, Programme Manager (seconded to Forensic
Services)

1. WELCOME AND APOLOGIES

The Chair welcomed attendees to the public session of the meeting and advised that SPA Board Member Gordon Dewar had resigned from the SPA Board due to other commitments. The Chair noted his appreciation to GDewar for his input in terms of performance and significant commercial awareness which had assisted in how forensics approached certain areas.

The Chair noted apologies the following apologies:

- Kenny Donnelly, COPFS
- ACC Duncan Sloan, Police Scotland

2. DECLARATIONS OF INTEREST

None.

3. MINUTE FROM THE MEETING HELD ON 31 OCTOBER 2019

The Committee **RESOLVED** to:

AGREE the minute from the Committee held on 31 October 2019.

4. ROLLING ACTION LOG AND MATTERS ARISING

The Committee **RESOLVED** to:

APPROVE the action log from the Committee held on 31 October 2019.

There were no matters arising.

5. DECISION ON TAKING BUSINESS IN PRIVATE

The Committee **RESOLVED** to:

AGREE, in accordance with paragraphs 21 and 22 of the SPA Standing Orders, the Committee **AGREED** to consider items 14 - 21 on the agenda in private for the reasons set out in the agenda.

6. FORENSIC SERVICES PERFORMANCE REPORT – Q3

Tom Nelson (TNelson) presented the report providing members

with an update on activity conducted across SPA Forensics during Quarter 3 2019/20, highlighting:

- Average caseload ageing has decreased over the last year, however there has been an increase in demand which is forecast to continue.
- Laboratory output has increased over the same period.
- Engagement has taken place with Police Scotland in relation to drug intelligence and analysis. There has also been a focus on firearms cases which is bringing forward benefits. In relation to staff engagement, over 100 workshops have taken place where over 60% of staff have been engaged with.
- The workload reduction programme continues to run well, although the increase on demand is having an impact on the rate of reduction. Benefits are being shown through advanced analytics.
- All evidence has been provided back to UKAS following their assessment over the last three months. Results of that activity is expected in April 2020 regarding the accreditation, however, early feedback has been very positive.

Members sought clarity on a number of areas.

- Is there a record of how much time is taken up by the accreditation process to understand the lessons to be learned. Members were advised that there are dedicated quality lead staff and their time and the cost of the accreditation visits by UKAS staff can be interrogated. The additional staff time will also be captured within the new time recording system that will be put in place shortly.

The Chair advised that within Q1 2020 financial year there is an expectation that there will be reporting on the following:

- Enhancements for Biology
 - Drug Driving Accreditation
 - Work towards accreditation for Scene Examination
- 20200302 – FS- 001**

Members noted concerns around the increase of demand across the piece and the impact that could have on staff, noting the importance of work needing to be taken forward around demand management. **20200302 – FS- 002**

Tom Nelson (TNelson) advised that the new operating business model for 2026 along with the Service Level Agreement (SLA) work

would allow forensics to understand the demand and current organisational capacity to deliver. This will also assist a new workforce plan to identify future requirements.

Fiona Douglas (FDouglas) added that the legal advice was that this would be called a Memorandum of Understanding (MoU) and not an SLA. FDouglas advised that the content of the document would highlight the gap between demand and capacity which will inform the operating model work to assess where gaps could be closed in order to improve service delivery levels. Amy McDonald added that the new forecasting software to assist with forecasting will also assist. In addition there was a need to work with Police Scotland to understand why the demand and output is high this year and to understand what indicators they are using within their planning tools.

The Chair referred to continued engagement with SIPR and Leverhulme Research Centre and sought clarity on what the detail was around the projects being undertaken, how they are prioritised and how members could be assured where research was being supported to ensure the committee could provide broader future input and oversight of Forensic Service resource and direction.

20200302 – FS- 003

The Chair referred to Laboratory Casework and sought clarity on what the committee should expect in terms of comparators. FDouglas advised that future reports would map the KPI's that are adopted from the MoU which members should find useful as realistic targets. This will show a gap on what could currently be done against where forensics services want to reach in terms of timeliness and identifying benefits. The Chair further requested the interpretation of the demand from the partner's perspective.

20200302 – FS- 004

The Chair sought clarity on the low closure rate of closed complaints and feedback compared to the number being raised. AMcDonald advised that both diagrams were not comparable and this would be updated for the future report. **20200302 – FS- 005**

There being no further matters raised by Members, the Committee resolved to:

- **NOTE** the report.

7. HMICS Update

VMorton presented the report which informed on progress around the implementation of the improvements set out in the HMICS Thematic Inspection of the SPA Forensic Services, highlighting:

- Recommendation 4 – Good progress being made with work incorporated into the FS 2026 Change Programme.
- Recommendation 10 and 15 – Both sitting with Police Scotland and completion dates dependant on the Digitally Enabled Policing Programme (DEPP), engagement is ongoing.
- Recommendation 12 – A significant amount has been completed with evidence submitted to HMICS to support the closure.
- Recommendation 16 – There has been a positive impact with the implementation across forensics services and sharing information across partners.

Good progress has been made over the last quarter with much evidence submitted to HMICS for review. Once feedback has been received it is expected that many of the recommendations will be closed in time for the next committee meeting.

VMorton advised members that Internal Audit had been in contact with Forensics Services around the Internal Audit of productions and that piece of work had been completed with them. VMorton advised members that internal audit had highlighted good engagement however, earlier engagement would have been more appropriate around certain projects. This audit and findings will be reviewed by the Committee in relation to audit findings and Forensic Services management responses in due course.

Members sought clarity on what stage Recommendation 23 was at in terms of the delivery of corporate support services to Forensic Services. TNelson advised that although there would not be an SLA, there would be a People Plan and an ICT Plan. The ICT Plan will lay out the activity required for the next 12 months. FDouglas added that the People Plan would come forward to the April Committee Meeting, however, the ICT Plan was more complex and being delayed due to the challenge in getting a Project Manager in place. There has so far been no commitment to FS on a timescale in delivering a Project Manager, however, engagement was ongoing with Police Scotland. The Chair noted the importance of sharing the matter with the Resources Committee and for members to have some correspondence from Police Scotland on the matter.

20200302 – FS- 006

There being no further matters raised by Members, the Committee resolved to:

NOTE the report.

8. FORENSIC SERVICES 2026 UPDATE


Fiona Douglas (FDouglas) provided the report updating members on progress made around the Forensic Services 2026 Programme and the following areas were expanded on as significant areas of work:

- Development of the Operating Model
- Staff engagement sessions
- Denison Culture Survey and roadmap of actions

In discussion the following was raised:

Members referred to the Denison Survey and advised the questions required to be in line with the broader workforce survey. TNelson advised that he was engaging with HR Governance to identify whether there can be any flexibility with the questions.

Members referred to paragraph 2.3 of the report and sought clarity on projects the Digital Justice Transformation would be focusing on. FDouglas advised that it was 3 projects funded by the Scottish Government Digital Justice Transformation Fund this year:

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- Mobile (development of the integration between Pronto App and the core operating system.
 - Drug Strategy Development
 - Job and Process Modelling

Members referred to the Digital Evidence Sharing Project and asked for Forensic Services, when available, to provide members their input on the matter. **20200302 – FS- 007**

There being no further matters raised by Members, the Committee resolved to:

- **NOTE** the report.

9. DRUG ANALYSIS

TNelson provided an overview of the report including the impact and depth drug use statistics produced by SPA FS. Detective Chief Superintendent Gary Cunningham (DCSGCunningham) provided information on Police Scotland's proposed Drug Strategy and Drug Strategy Board that will be chaired by ACC Ritchie and supported by a new sub-group, including the creation of a new substance harm prevention sub-group. These groups will have the main overview for prevention, enforcement and intelligence which will support the divisions.

DCSGCunningham advised that the work with Forensic Services allowed Police Scotland to be more intelligence led in the approach to enforcement, prevention and intelligence. In turn this has assisted in the development of the strategy giving focus to more effective targeting around the available analysis of drugs toxicology.

In discussion the following was raised:

Members requested updates on tangible outcomes or activity expected leading to an operational outcome, resulting from toxicology analysis. **20200302 – FS- 008**

Members noted the importance of this information being fed into Strategy and Performance within the SPA and were reassured that it would be reported to the next SPA Authority Meeting and by Forensic Services Communications into Police Scotland.

There being no further matters raised by Members, the Committee resolved to:

- **NOTE** the report.

10. DRAFT SERVICE LEVEL AGREEMENT

FDouglas advised members that work was ongoing and that the draft will be presented to the committee on the 20th April 2020.

There being no further matters raised by Members, the Committee resolved to:

- **NOTE** the verbal update.

11. BIOMETRICS COMMISSIONER BILL BRIEFING – IMPACT ASSESSMENT

TNelson provided the committee with a presentation on the impact of the Biometrics Bill. Members were informed on the following:

- Biometrics Bill has gone through parliament with stage 2 now underway.
- It is expected that there will be Biometrics Commissioner in place towards the end of the year.
- A Code of Practise will be reviewed and signed off by the Biometrics Commissioner before going out to further consultation.
- It is envisaged that an Ethics Advisory Group will be established which will report to the Biometrics Commissioner.
- IDENT1 improvements for the Fingerprint system will deliver real benefits.
- How the Scottish CHS and PNC Interact with IDENT1.
- That currently Scotland have limited permissions on PNC.
- That our work with the Home Office will result in Forensic Services having more control on the wedding of records from IDENT1.
- There is a need for a Scottish Data Subset within IDENT1- work is ongoing to achieve that.
- An understanding of risks around Scotland Data.

During discussions members highlighted the following:

The Chair referred to the standards used in DNA within Scotland and sought clarity on whether those standards would not be lost as a result of any changes in DNA.

TNelson advised that in relation to DNA databases it was still unclear on whether the enhancements on the national DNA Database which is being done in phases would have an impact on the Scotland's standards. FDouglas added that one of the challenges was that the enhancements being proposed in England and Wales may not be of the greatest benefit to Scotland, as adopting the new Biometrics Database would result in the loss of some additional information that is currently available in Scotland. In addition there are risks around compatibility with future DNA development work.

Members advised that before a briefing note was produced in order to update the Board, there was a need to gain full understanding and awareness of possible consequences before opting a preferred Biometrics model, ensuring a discussion takes place around data

linkage in Scotland and the UK more widely. In addition, clarity on the desired outcome should be provided around data collection for presentation to the SPA Board for consideration prior to communicating those ambitions onto the Scottish Government. (Ensuring PIRC and Crown Office involvement) **20200302 – FS- 009**

There being no further matters raised by Members, the Committee resolved to:

- **NOTE** the report.

12. DRUG DRIVING UPDATE

Gary Holcroft provided an update on the new Drug Driving Toxicology Service and highlighted the following points:

- The service has now been delivered with cases starting to be reported to Crown Office.
- A significant amount of work has been carried out between all partners; Police Scotland, COPFS and Scottish Government during the development of the process, enabling a smooth transition.
- Forensic Services received a recommendation for accreditation for the drug driving service from UKAS in December 2019.

Members highly commended the work that had been delivered.

There being no further matters raised by Members, the Committee resolved to:

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- **NOTE** the report.

13. FORENSIC SERVICES COMMITTEE WORKPLAN

The committee considered the workplan and agreed that the document would be circulated following committee verbal input for comment ahead of the next committee meeting.

There being no further matters raised by Members, the Committee resolved to:

- **NOTE** the report.

FORENSIC SERVICES COMMITTEE
20 April 2020

**Minute of the Scottish Police Authority Forensic Services
Committee held on Monday 20 April 2020 via teleconference.**

Board Members Present: Tom Halpin (Chair)
Bob Hayes
Jane Ryder

In attendance: Scottish Police Authority (SPA)
Tom Nelson, Director of Forensic Services
Gary Holcroft, Head of Physical Sciences
Vicki Morton, Head of Crime Scene Recovery
Fiona Douglas, Temporary Head of Forensic Services 2026
Programme
Jennifer Muir, Head of Strategy and Business Performance
Craig Donnachie, Head of Quality
Derek Scrimger, Temporary Head of Biology
Amy McDonald, Forensic Services
Kevin O'Hare, Communications and Engagement Specialist

Graham Stickle, SPA
Lynne Clark, SPA
Colette Craig, SPA Committee Co-ordinator

Police Scotland (PS)
Angela McLaren, Assistant Chief Constable (*Item 10 only*)
Gary Cunningham, Detective Chief Superintendent
Liz Nimmo, Programme Manager (seconded to Forensic
Services)

COPFS
Kenny Donnelly

1. WELCOME AND APOLOGIES

The Chair welcomed attendees by roll call to the public session of the meeting and explained how the session would be managed to adhere to the SPA's ongoing governance and transparency.

The Chair noted apologies from:

- ACC Duncan Sloan, Police Scotland

2. DECLARATIONS OF INTEREST

None.

3. MINUTE FROM THE MEETING HELD ON 3 FEBRUARY 2019

The Committee **RESOLVED** to:

AGREE the minute from the Committee held on 3 February 2019.

4. ROLLING ACTION LOG AND MATTERS ARISING

The Committee **RESOLVED** to:

APPROVE the action log from the Committee held on 3 February 2019.

20190425 – FS- 001 – Tom Nelson advised, along with member's agreement that this action could be closed. However, while he would arrange for members access to performance and advanced analytics, the WebNR capability was preventing that to be progressed immediately. In the absence of WebNR for the moment, Amy McDonald advised that she would prepare slides for members ahead of the next committee meeting. The Chair asked that this action was captured within the performance report discussion.

There were no matters arising.

5. DECISION ON TAKING BUSINESS IN PRIVATE

The Committee **RESOLVED** to:

AGREE, in accordance with paragraphs 21 and 22 of the SPA Standing Orders, the Committee **AGREED** to consider items 16 - 24 on the agenda in private for the reasons set out in the agenda.

6. FORENSIC SERVICES PERFORMANCE REPORT – Q4

Before addressing the report Tom Nelson (TNelson) noted that the last quarter had seen staff working in very challenging circumstances during extraordinary times, and paid tribute to all the Forensic Services staff for their support, professionalism and dedication. TNelson further paid tribute to leaders and management team who are working and engaging with staff on a daily basis during these times, particularly in relation to communication. In addition, TNelson paid tribute to Police Scotland and COPFS for finding new ways of working with Forensic Services during this time.

Tom Nelson (TNelson) presented the report providing members with an update on activity conducted across SPA Forensics during Quarter 4 2019/20, highlighting:

- Caseload ageing has decreased over the last year.
- Laboratory output has increased over the same period,
- Reduction in workload at the end of March owing to the COVID 19 outbreak
- There is a high demand within drugs that has been continually challenging.
- Engagement has taken place with Police Scotland in relation to the COVID-19 outbreak and challenges being faced in respect to that.
- There has been ongoing work with COPFS in relation to ongoing urgent and critical work whilst looking at what Phase 2 of the recovery plan would be.
- Staff engagement has been extensive up until the COVID-19 outbreak. As a result of the change in circumstances those meetings have been unable to be completed to the level that would be preferred.
- Business - projects continue to be progressing with workload production projects beginning to deliver.
- Performance - casework demand and output is increasing, however, during Feb and Mar 2020 a fall in demand has been identified. This is a result of the COVID-19 response where there has been more focus on serious, urgent and intelligence casework.

- Casework ageing in relation to Biology, Mark Enhancement, and firearms has seen a significant fall while drugs and toxicology has seen an increase.
- Scene examination service continues to be provided in partnership with Police Scotland.
- Reaccreditation to the ISO 17025 standard was received on the 31st March 2020, marking a 22nd year of being accredited.
- Extensions to scope in accreditation have been received (3 in biology, 1 in drugs and 1 in toxicology).
- The extension to scope for accreditation to ISO 17020 in Scene Examination has been postponed due to the COVID-19 outbreak.
- The level of staff absence (due to COVID-19 self-isolation) has improved with more staff returning to work as the weeks progress.

DCS Gary Cuning (DCSGCunningham) thanked TNelson and team for their flexibility in servicing requirements during this time.

Kenny Donnelly (KDonnelly) added his own appreciation to staff and advised that the next stage would be to reach a new normality as there is a continued desire for justice to continue which requires all parties to continue to work together.

Members sought clarity on a number of areas, particularly in relation to operating practises during COVID-19:

- What had been done to ensure health and safety of scene examiners.
- What stage staff were at in terms of key worker testing for COVID-19.

TNelson advised that in relation to the COVID-19 response, a key priority was around the safety, wellbeing and health of staff. Internally PPE has been addressed and with an appropriate amount in place as a result of preparing for Brexit with a number of items already purchased. Working closely with Police Scotland has provided opportunity to discuss PPE and what equipment was most appropriate to wear. Staff are asked to do a Dynamic Risk Assessment when approaching a scene and that provides a guide on what PPE should be used. In relation to testing by the NHS, 41 staff members had been offered testing with NO positive results.

The Chair asked TNelson to explain, for the purposes of public understanding, the impact of an increase in demand while

workloads are reducing. TNelson advised that workload describes the amount of work being allocated on an individual level within Forensic Services Organisation. The output refers to cases that are completed. Demand refers to work that comes in on a specific timeline, i.e. weekly or monthly.

The Chair noted the committee's appreciation in terms of the business update and staff commitment, ensuring that the capital procurement timeline is being adhered to and the clear planning around business continuity.

There being no further matters raised by Members, the Committee resolved to:

- **NOTE** the report.

7. BENEFITS REALISATION REPORT – PHASE 1

Fiona Douglas (FDouglas) provided the report updating members on Phase 1, which is now formally complete, around the delivery of the Forensics 2026 Strategy and highlighted the following:

- A number of the objectives have been met, particularly around the increasing capacity, improving utilisation and work began around demonstrating value.
- Initial investments made during the duration of phase 1.
- The addition of the capacity set out to achieve a targeted reduction in the number and age of cases within the caseload in each area. Noting Drugs, Biology, Firearms, MEL and Toxicology.
- Biology Local Satellite Laboratories (LSL) has reduced to less than 800 cases, significantly better than the target of 945 cases. Improvement is despite an 8% increase in demand for services through that period. However, should the increase on demand continue, the caseload will be expected to increase.
- Improvements have been made across firearms with additional capacity in conjunction with new management within this area that has had a real impact on performance in this area. Whilst the caseload has not yet reduced to the full target of 62, there has been a significant reduction since Q2.
- The caseload for Toxicology has increased however, there has been a significant piece of work within that to deliver the Drugs Driving Service.
- 20 operational improvement projects have been ongoing within Forensic Services throughout this period.

- There has been a number of pieces of work in relation to Demonstrating Value around looking at the value of the work being carried out around investigations and prosecutions whilst trying to understand the value that forensic science brings to the wider justice process. Work in this area is ongoing.

Members advised that when Benefits Realisation reaches phase 2, it would be helpful to have an Executive Summary, perhaps in bullet points, which clearly articulates the investment put in and the result of the investment. Members referred to value being quantified and noted that advising how the value could be articulated would be more qualitative in advocacy as much as is quantitative and measurable, in addition setting out parameters before going into Phase 2 would be a useful exercise. FDouglas advised that feedback would be incorporated and advised that capturing the benefits would be better achieved now by having the PMO established which allows the capturing and quantifying of benefits where possible.

There being no further matters raised by Members, the Committee resolved to:

NOTE the report.

AGREE the following action:

- For Phase 2 Benefits Realisation include an Executive Summary (perhaps in bullet points), which clearly articulates the investment put in and the result of the investment. In addition inform how value could be articulated (qualitative, quantitative and measurable) setting out parameters before going into Phase 2.

8. FORENSIC SERVICES AND ACADEMIC COLLABORATION REPORT

TNelson provided the report updating member's of the range and scale of the engagement that Forensic Services staff have with Universities. The following areas were noted as 4 main areas of collaboration:

- Master of Science (MSc) placements
- Postdoctoral (PhD) collaboration
- Batchelor of Science (BSc) projects
- Collaboration with academia

In addition members were advised of a number of projects pending with academic institutes.

Members welcomed the report and although being advised on projects that were ongoing sought clarity on the rationale for those engagements taking place. TNelson advised that a majority of the projects were in relation to Service Improvements which bring together a range of scientists to discuss challenges being identified within casework. One benefit of this is that we write scientific notes or produce academic papers which all assist SPA Forensic Services to move forward as an organisation.

The Chair noted that feedback received from the Scottish Parliament Justice Committee regarding the use of artificial intelligence and the implications for privacy and human rights within Scotland, particularly around Facial imaging and assured the committee that those concerns were being recognised and accounted for within that work. TNelson added that there was a strong awareness around artificial intelligence by working closely with Police Scotland in relation to the matter.

There being no further matters raised by Members, the Committee resolved to:

- **NOTE** the report.

9. COVID-19 IMPACT REPORT

TNelson provided an overview of the report which informed the committee of Forensic Services response to the COVID 19 outbreak. The report illustrated the journey so far and work undertaken by Forensic Services to maintain services to Police Scotland and COPFS and ensure the wellbeing of staff. The committee were advised that Forensic Services were within phase 1 of recovery and noted that a number of projects had been identified to look at phase 2 and what the new norm would be with meetings in place along with managers, Police Scotland and COPFS to understand how that would be taken forward.

Members welcomed the report particularly within section 2.10 of which addressed the challenges of remote working, addressing the main themes of home working, Phase 2 – the new norm, major projects and legislative conformance. Members sought clarity on what normal operations would be in due course, taking into consideration the restart and exit strategy, along with lessons learned during this period, ensuring that there are improvements going forward. TNelson advised the need to look at what the new

norm would look like and that this would involve more than one phase for Forensic Services to look at what needs to be done to be prepared over the next 3-6 months. A number of different business areas are already identifying new ways of working. The main aim is to ensure staff can return to work in a safe way whilst meeting the needs of Police Scotland and COPFS, ensuring a clear understanding of the COVID Bill and what that allows within constraints set out.

FDouglas informed members on work had been done by Operational Managers around what Phase 2 would look like, noting one of the critical parts to that was ensuring that concerns around health and wellbeing were not being adversely affected.

Members again paid tribute to Forensic Services staff for their professionalism having recently completed a pandemic exercise within the last 6 months.

KDonnelly noted that the initial COPFS response had been around prioritising staff safety and maintaining urgent cases, ensuring they remain viable. Recent conversations are now turning attention to a level of performance beyond immediate reactive pieces. The response to the new legislation, from a COPFS perspective, needs to be careful and considered. One of the concerns is the suspension of legal time bars for 6 months, and although helpful, COPFS desire is to progress case investigations best way possible within existing timescales, recognising that some things won't fit within that programme, therefore there is a need to work with PS and Forensic Services to achieve a plan which will allow a bit of structure to be placed around getting business back to normality. KDonnelly advised that the courts were looking at different options to returning to business with more use of remote technology. It was further noted that working to a new norm would need to be done on a partnership basis.

DCSGCunningham noted that Police Scotland were in a good place as a result of early engagement with partners. PS have adapted their service delivery model on a prioritisation basis, however, noted a public expectation that victims of crime will receive the deserved service, linking it to the service provision ensuring that evidence is captured. Although the model has been adapted and flexed, it continues to provide coverage and confidence for the public.

The Chair sought clarity on whether lessons learned were becoming apparent due to controlled demand being placed upon Forensic

Services by restricting speculative crime scene attendance. DCSGCunningham did not agree that speculative attendance was the case but advised that the model had been adapted due to staff shortages as an impact of COVID-19, however, it did not remove the focused service provision, it was more about prioritisation. In addition, the resultant reduction in demand and crime levels from Covid19 provides a good opportunity that has assisted with the current reduction of staff within Forensic Services through Covid19 related absences.

The Chair sought clarity that the quality of service, despite the current situation, is being maintained to the public. PS and COPFS both agreed that was the case. Vicki Morton (VMorton) added that there has also been real opportunity during this time to take pieces of work forward such as Stock Management within Forensic Services, Contact Assessment Model within PS and the Deployment of Mobile Devices across scene examination staff.

The Chair added that the full SPA Board had previously benefited from an update from TNelson on the current situation and were informed on PPE and absence rate of staff and were comforted by the resilience of Forensics Staff along with the business continuity plan.

There being no further matters raised by Members, the Committee resolved to:

- **NOTE** the report.

The meeting was adjourned for a comfort break at 14:15 – 14:30

10. DIGITAL FORENSICS WORKING GROUP REPORT

The Chair advised that the report was a demonstration of the commitment to public transparency on the work of the SPA Board and its committees.

Robert Hayes (RHayes) provided some opening remarks before addressing the recommendations laid out within the report. The Terms of Reference for the Working Group noted that the group would look at the delivery, accreditation, oversight and governance of Digital Forensics in Scotland. The group had representation from COPFS, PS with an additional process of consultation with stakeholders. It became apparent that it would be difficult to meet objectives without looking at the bigger

picture around the context in which digital forensics operates, noting the following areas:

- Increasing pressured capacity
- Exponentially growing demand in volume and complexity
- Issues around accreditation
- Underlying issue of legitimacy and proportionality

The Chair noted the report as strategic, with wide public interest, advising that focus should now be around the recommendations, however, there was also opportunity to consider any possible amendments to the report before it goes forward to the SPA Board for approval.

The committee considered and had detailed discussion around the following recommendations. It was noted that December 2022 would be a challenge in terms of achieving accreditation to adopt ISO 17025 and that this area would be monitored on a regular basis, however, the recommendations were endorsed by SPA Members, Police Scotland, COPFS and SPA Forensic Services:

- **Recommendation 1** - The delivery of digital forensics should remain with Police Scotland under the operational responsibilities and internal governance arrangements of the Chief Constable.
- **Recommendation 2** - The SPA Board should agree the appropriate Committee(s) to have oversight, scrutiny, and assurance over digital forensics, and the areas covered by the Police Scotland Cybercrime and Technical Surveillance Programme (CTSP).
- **Recommendation 3** - Police Scotland should commence a journey of transition with a view to achieving accreditation for its digital forensic laboratory work by December 2022. It should also conduct a broader piece of work with SPA Forensic Service to develop a broader quality framework for the non-forensic aspects of digital investigations including triage technologies within the same timescale.
- **Recommendation 4** - Police Scotland should adopt the ISO 17025 quality standard for accreditation of its digital forensic laboratory work in Scotland by December 2022.
- **Recommendation 5** - On attaining the ISO 17025 quality standard accreditation for its digital forensic laboratory work, Police Scotland should voluntarily adhere to the Forensic Science Regulators Codes of Practice and Conduct as

mandated for Forensic providers, including policing in England and Wales.

Jane Ryder (JRyder) provided the committee with a summary of the consultation process which involved 2 workshops attended by a range of external perspectives, with focus given to more technical areas. There had been considerable enthusiasm to continue the dialogue in an appropriate manner, highlighting the importance of the Human Rights perspective.

There being no further matters raised by Members, the Committee resolved to:

- **NOTE** the report.
- **AGREED** to recommend the report and recommendations to the SPA Board for approval.

11. FORENSIC SERVICES BUSINESS PLAN

TNelson advised that Forensic Services have committed to presenting a Business Plan to the SPA Board Meeting on 20 May 2020 and advised that a management away day on the 25th February allowed discussions on the Performance Framework which is now being developed in order to shape the Business Plan for the next 2 years.

The Chair advised that the Business Plan would be circulated to Forensic Services Committee Members for consideration before being submitted to the SPA Board.

There being no further matters raised by Members, the Committee resolved to:

- **NOTE** the verbal update.
- **AGREE** the following action:
- The draft of the Business Plan to be circulated for comment to Forensic Service Committee members prior to going to the board.

12. HMICS UPDATE

VMorton provided a summary update on work to implement the improvements set out in the HMICS Thematic Inspection of the

SPA Forensic Services. There have been no formal engagements since the last report due to COVID-19 activities therefore recommendations within the report had not been progressed as expected. It was noted that within section 3.1 of the report that 14 of the 23 recommendations were now complete (a further 4 closed since previously reported).

Members were referred to Appendix A and advised that the recommendations that had been closed mainly related to number 6. Members were advised that in relation to Programme Management, it was still the position that some projects remain un-started due to prioritisation of other work within that resource, with dialogue ongoing with PS in relation to that resource.

Members were referred to Appendix B and advised that many of the recommendations in progress had slipped due to the COVID-19 operational constraints.

There being no further matters raised by Members, the Committee resolved to:

- **NOTE** the report.

13. FORENSIC SERVICES 2026 UPDATE

FDouglas provided update on progress on the Forensic Services 2026 Programme and advised that Forensic Services were on track to complete by October 2020, although operational constraints had delayed costing and resource model at this stage. In addition there has been a delay to the Memorandum of Understanding, although an initial draft has been circulated to the short life working group.

With regards to the publication to the joint strategy for policing, a review has been undertaken of SPA Forensics 2026 Strategy against that and it has been identified that a further piece of work would be undertaken over the next year to refresh the Forensics 2026 Strategy to ensure it was in-line with the joint strategy.

There are ongoing constraints in terms of resourcing within Programme Management which is a challenge for both Forensic Services and Police Scotland.

Work has been carried out around the ICT planning work in conjunction with PS in developing a phase 2 ICT Plan, however,

requires further work to finalise, delays as a result of COVID-19 prioritisation.

Members noted challenges around resource and recognised this as an issue. Members were advised that this this had been an issue for the previous 12 months, with attempts to recruit via agencies failing. FDouglas added that it is a recruitment challenge for that area for both PS and Forensics Services, however, they were looking at a further opportunity to engage with some agencies that PS have used around the Digital Justice Transformation Funds Projects.

There being no further matters raised by Members, the Committee resolved to:

- **NOTE** the report.

14. DRUG DRIVING UPDATE

Gary Holcroft (GHolcroft) provided the report and highlighted the following:

- Accreditation for the drug driving service from UKAS had been received with a formal grant of Extension to Scope (EtS) for the Identifications and Quantification of the 17 listed Drugs for the offence of Drug Driving under Section 5A of the Road Traffic Act 1988.
- Of Police Scotland's agreed drug driving impairment test route and samples analysed, around 85% have yielded a result where the drug content of at least one drug is above the stated limit which illustrates the value of the service being provided.
- Demand continues to run at 50% higher than was previously anticipated, despite the COVID-19 outbreak.

The Chair sought clarity on whether there were figures available for the percentage of people being tested by the screening device that return with positive results. GHolcroft advised that PS had those recordings along with related dates.

Members noted a growing concern around demand management and capacity, with staff being requested to work additional hours and the capability of staff to keep up with the demand, noting a need to consider how a limit was placed on the demand. In addition there was a request

for a clearer understanding around the significance of the percentage of positive tests at the point of stopping.

DCSGCunningham advised that even during the COVID-19 situation, there has been no further decline in the results and advised when testing takes place by 762 trained officers. There are no further officers being trained at the moment, therefore PS are looking to ensure that all testing is proportionate and necessary. DCSGCunningham added that from a road policing perspective, approximately half the tests being carried out are returned with a positive result. DCSGCunningham advised that he would return to the committee with figures relation to drug driving by road policing along with how that compares to drink driving figures as requested by KDonnelly, who believes this may benefit from a longer term piece of work as currently the COPFS have no feel for how much of the results were coming through to court.

The Chair noted the need to understand the efficiency of the application and advised that this should become part of the performance report in terms of the operation and how the work is being carried out by forensics. In addition there is need to match the instrumentation to the available resource in order to address demand and requested a specific report in relation to how the issues raised could be addressed in terms of matching capacity to demand along with demand to capacity. The Chair is content to have further dialogue in order to understand how that report should be presented.

There being no further matters raised by Members, the Committee resolved to:

- **NOTE** the report.
- **AGREE** the following action:

Provide a specific report which addresses the following:

- Figures in relation to drug driving by road policing compared to drink driving figures.
- How the work is being carried out by Forensics Services.
- Giving consideration to the instrumentation available in order to address demand.
- Addressing the matching of capacity to demand along with demand to capacity

15. FORENSIC SERVICES COMMITTEE WORKPLAN

Committee members were advised that if any changes were required to be made to the workplan then the committee co-ordinator should be advised.

There being no further matters raised by Members, the Committee resolved to:

- **NOTE** the report.

The Chair expressed his appreciation to all Forensic Services staff, partners and their leadership for their flexibility and leadership during these unprecedented circumstances relating to COVID-19 and the necessitating of new ways of working and concluded the public session of the meeting at 15:30.

Approved

FORENSIC SERVICES COMMITTEE
27 July 2020

**Minute of the Scottish Police Authority Forensic Services
Committee held by MS Teams on Monday 27 July 2020.**

Authority Members Present: Tom Halpin (Chair)
Bob Hayes
Jane Ryder

In attendance: Scottish Police Authority (SPA)
Tom Nelson, Director of Forensic Services
Gary Holcroft, Head of Physical Sciences
Fiona Douglas, Temporary Head of Forensic Services 2026
Programme
Jennifer Muir, Head of Strategy and Business Performance
Craig Donnachie, Head of Quality
Derek Scrimger, Temporary Head of Biology
Amy McDonald, Forensic Services

Deborah Christie, SPA Committee Co-ordinator

Police Scotland (PS)
ACC Judi Heaton
Detective Chief Superintendent Gary Cunningham
Liz Nimmo, Programme Manager (seconded to Forensic
Services)

COPFS
Kenny Donnelly

1.1 Welcome and Apologies

The Chair welcomed all attendees to the meeting and welcomed ACC Judi Heaton to what was her first attendance at the SPA Forensics Services Committee.

The Chair noted apologies from Police Scotland's Chief Digital and Information Officer, Andrew Hendry.

1.2 Declarations of Interest

There were no declarations of interest.

1.3 Forensics Services Committee minute of meeting held 20 April 2020 for approval

Members agreed the Minute from the Forensics Services committee on the April 20 2020 was an accurate record of the meeting.

1.4 Action Log and Matters Arising

Members reviewed the action log and noted the updates provided.

There were no matters arising.

1.5 Decision on taking business in private (items 8-15)

Members agreed, in accordance with paragraphs 21 and 22 of the SPA Standing Orders, to consider items 8-15 on the agenda in private for the reasons set out in the agenda.

2. Forensic Services Performance Report – Q1

Members considered the Forensic Services Performance Report, Q1 2020/21. During discussion and in addition to the report the following points were raised and noted;

- Tom Nelson provided an overview of the report highlighting the following areas as detailed in the executive summary; Performance, Engagement and Business Updates.
- Members heard that the impacts of COVID19 could now be seen reflected in the performance in April and May with an improvement in output in June.
- It was reported that capacity had been mapped against demand on services and this would continue to help monitor future demands. Members noted the tracking would become more important in the future as the workload was expected to increase. It was reported that the blended approach to working had been well received by staff and would be considered in forward planning.
- The committee noted that plans for UKAS Accreditation were underway and these would include necessary adjustments to ensure safety and compliance with physical distancing as required.
- Members joined the Committee Chair in his sincere appreciation to all SPA Forensics Staff for their continued commitment and professionalism during the COVID19 restrictions. It was agreed that the recent events had demonstrated that the model of 'crime scene to court' for forensic science was a robust approach which had been sustained during the recent COVID19 restrictions.
- Members explored the issues in relation to ability to deliver the required standard required by the Criminal Justice system and

questioned if there were any barriers to meeting the required standards in this area. Tom Nelson explained that there has always been a pressure to meeting required timescales but that additional staff were being trained to reduce the backlog to a more acceptable level. It was reported that the team was working with the Procurator Fiscal and Crown Office to explore new ways of working to be more efficient going forward and it should be expected that the backlog in this area will reduce in the coming months.

- Clarity was sought on the specific reasons for the negative feedback in relation to Scene Examination in Q4. This information was not available and it was agreed that this information would be provided in a briefing to the Members.
- Members heard that physical distancing had reduced capacity across the Forensics estate and this had presented challenges in some business areas. It was agreed this would be actively managed and details of this reported to future meetings in order that the committee can be assured safeguards are in place to address any issues in a timely manner. It was confirmed that the extension of the time bar does not cover the Misuse of Drugs Act therefore there was a requirement to ensure arrangements were in place and cases continue to be delivered on time.
- Members took assurance from an update that Tom Nelson met regularly with the Crown Office and Procurator Fiscal Service (COPFS) to ensure the very dynamic situation was being actively managed and mitigating actions were taken when required.

Members noted the report and agreed the following actions;

20200727-FS-001: Further analysis of specific reasons for negative feedback received in Physical Sciences and Scene Examination to be circulated to committee members.

20200727-FS-002: Future committee updates to include explanation of what mitigating actions have been put in place to ensure any backlog of work when courts re-start after lockdown over COVID19 period does not have any avoidable implications in respect of the time bar for COPFS.

3. Drug Driving Update – Gary Holcroft

Members considered the paper which provided an update on the Drug Driving Toxicology Service. During discussion and in addition to the report the following points were raised and noted;

- The committee heard the demand for this service had increased and was now significantly exceeding the capacity. Members heard that

the additional investment from Scottish Government had not addressed the full extent of the capacity issues.

- The added value of this service was noted with 85% of samples yielding a result of at least 1 drug above the stated limit.
- Members noted the anticipated continued media interest in this area.
- Gary Holcroft invited Members to consider any options to explore the options available in this area to establish a way that stakeholders can all work collaboratively to find a sustainable solution.
- The committee explored options to carry out the necessary work to assess how best the volume of demand coming into the system can be managed and what steps can be taken to better manage demand until the required resilience is in place. Bob Hayes proposed that the Police Scotland Drugs Strategy Board and the development of the MOU be considered as opportunities to address some of the capacity issues.
- Members heard that Police Scotland currently have limited officers who are trained in this new procedure and the intention is to explore ways in which capacity can be managed. Members noted that work would be done to better understand the demand and to take learning from other forces.
- It was agreed that there were some matters that required to be addressed urgently and further multi agency discussions would take place to identify the required next steps.

Members noted the report and agreed the following action;

20200727-FS-003: Discussion to take place between Committee Chair/SPA Interim Chair/Director of Forensic Services/SG/Police Scotland to collectively agree what next steps are required to ensure the required capacity is in place to match the demand on an ongoing sustainable basis.

4. Digital Forensics Working Group Verbal Update - Bob Hayes

Members considered a verbal update from the Chair of the Digital Forensics Working group. The following key points were noted;

- The Working Group's recommendations had been accepted by The Authority at a recent meeting and the governance and oversight will be finalised and agreed in due course.
- Reports on accreditation will be through Forensics Services Committee going forward.

Members noted the verbal update.

5. Forensic Services 2026 Update – Fiona Douglas

Members consider the report which provided a comprehensive update on the progress of the Forensics 2026 Programme of work. During discussion and in addition to the report the following points were raised and noted;

- The committee was walked through the progress as reported in the Roadmap with progress in respect of key areas highlighted including; the development of the MOU, the development of the IBC for the Operating Model and the Core Operating System Project. Members were assured that learning from COVID19 would feed into the project work.
- Clarity was sought on how the Police Scotland Unify Project linked to the recent Internal Audit Report on Productions Remodelling - Jane Ryder expressed concern as to how the Unify Projects linked to the recommendations from the Productions Remodelling work. Fiona Douglas explained that there were a number of efficiencies that would be created in Police Scotland and a number of systems that could be better integrated to achieve a new way of working, this was being explored. The committee was advised that it is not going to be possible to integrate Unify and EMS at this stage. The possible impact of the project on Forensics Services was being highlighted to the Committee as the changes to Unify mean that Forensic Services will have to enter information into Unify, work which is not currently done. There is an impact that more staff time will be required to do this. It was reported that the change team was working with Police Scotland to establish how this will be taken forward.
- The Committee recognised the risk in this area and the Chair advised that the Audit Risk and Assurance Committee would continue to pursue the matter.
- The Chair invited the team to reflect on the feedback from the committee discussion and for it to be considered in future update brought to the committee.

Members noted the progress report.

6. HMICS Update – Derek Scrimger

Members consider the report which provided an update on work to implement the improvements set out in the HMICS Thematic Inspection of the Scottish Police Authority Forensic Service. During discussion and in addition to the report the following points were raised and noted;

- It was reported that due to COVID19 impacts, there had been limited engagement and work continued to address the recommendation.

Members noted the report.

7. Forensic Services Committee Workplan
Members noted the committee workplan.

Items 8 to 15 were taken in private.

End

Approved

FORENSIC SERVICES COMMITTEE
26 October 2020

**Minute of the Scottish Police Authority Forensic Services
Committee held by MS Teams on Monday 26 October 2020.**

Authority Members Present: Tom Halpin (Chair)
Bob Hayes
Jane Ryder
Elaine Wilkinson (Item 12)
Grant Macrae (Item 12)
Caroline Wilkinson (Item 12)

In attendance: Scottish Police Authority (SPA)
Tom Nelson, Director of Forensic Services
Gary Holcroft, Scientific Head of Function
Fiona Douglas, Scientific Head of Function
Craig Donnachie, Head of Quality
Derek Scrimger, Scientific Head of Function
Amy McDonald, 2026 Forensics Strategic Programme
Manager
Alistair Patience, Operations Manager
Joanne Tierney, Operations Manager
Vicki Morton, Scientific Head of Function
Andrew Hendry, Chief Digital and Information Officer

Deborah Christie, SPA Committee Co-ordinator

Police Scotland (PS)
Detective Chief Superintendent Gary Cunningham
Liz Nimmo, Programme Manager (seconded to Forensic
Services)

COPFS
Kenny Donnelly (left after item 11)

1.1 Welcome and Apologies

The Chair welcomed all attendees to the meeting of the SPA Forensics Services Committee. It was confirmed that due to the cross committee interest in the matter, members of the SPA resources would join the

meeting to participate in the discussions for agenda item 12, Morbid Toxicology – Proposed Service Transfer.

The Chair noted no apologies.

1.2 Declarations of Interest

There were no declarations of interest at this stage of the meeting however it should be noted that prior to the discussions starting in respect of agenda item 12, Morbid Toxicology – Proposed Service Transfer Kenny Donnelly withdrew from the meeting as it was agreed there was a conflict of interest.

1.3 Forensics Services Committee minute of meeting held 27 July 2020 for approval

Members agreed the Minute from the Forensics Services Committee on July 27th 2020 was an accurate record of the meeting.

1.4 Action Log and Matters Arising

Members reviewed the action log and noted the updates provided.

With reference to action *20190725-FS-003*: Members heard that engagement continued with stake holders on how this would be progressed but agreed to keep this action on-going and requested that a light touch interim solution be considered at the same time as the committee considered the MOU to ensure the matter did not slip any further.

There were no matters arising.

1.5 Decisions taken since last Committee

It was confirmed there had been no decisions taken since the last committee meeting.

1.6 Decision on taking business in private (items 8-12)

Members agreed, in accordance with paragraphs 21 and 22 of the SPA Standing Orders, to consider items 8-12 on the agenda in private for the reasons set out in the agenda.

2. Forensic Services Performance Report – Q2 – Tom Nelson

Members considered the Forensic Services Performance Report, Q2 2020/21. During discussion and in addition to the report the following points were raised and noted;

- Tom Nelson provided an overview of the report highlighting the following areas as detailed in the executive summary; Performance, Engagement and Business Updates.
- The committee were provided with an assurance that there had been a focus on Health, Safety and Wellbeing of staff as they performed their roles across all areas of Forensics Services during the pandemic.
- Tom Nelson reported that actions taken to target Drugs workload had resulted in positive impacts now being seen with the workload having reduced and aging of the work had fallen significantly.
- Members explored the comparisons between Q2 2019/20 and Q2 2020/21 and the increased in demand for some areas was highlighted.
- The Committee considered the staff absence data and it was confirmed that absence levels would be closely monitored and the impacts of Covid would continue to be tracked.
- Members were updated that the UKAS 2020 accreditation programme had commenced and would continue until the end for November. An update was provided that the Aberdeen laboratory had completed their inspection and positive feedback had been received. It was noted that a recent flood had resulted in the temporary loss of the Aberdeen laboratory and the feedback provided by ACAS had included some positive findings in respect of the business recovery and business continuity for that site which was especially welcome.
- It was explained that UCAS had worked closely with Forensic Services to ensure the amount of time required to be spend in the laboratories was kept to a minimum wherever possible to limit the risks to staff in relation to Covid. It was confirmed that learning would be taken from this revised approach to accreditation and if possible new ways of working to ensure the accreditation process is a streamlined and effective as possible. Members heard that options for a model of blended assessment was being considered by ACAS and engagement with SPA Forensic Services would continue to support this work.
- In response to a question about whether the casework backlogs included the build-up from the early days of lockdown it was confirmed that the reported figures were inclusive of all casework.
- The Committee requested an update on the Digital Forensics work and requested an understanding of the associated timelines for this work to progress and it was agreed this would be available for the next committee meeting.

Members noted the report and agreed the following actions;

20201103-FS-001: Paper to be considered by FS Committee which provides an overview of the proposed way forward in respect of Digital Forensics. Indicative timeline to be provided.

3. Draft Workforce Plan – verbal update

Tom Nelson provided the Committee with an update on the workforce planning which was considered a key part of the future Forensics operating model. During discussion the following points were raised and noted;

- There was close partnership working with Police Scotland colleagues and learning would be taken from their recent workforce planning development work.
- Tom Nelson advised that the intention was to bring the draft workforce plan to the April meeting of the Forensic Services Committee for consideration and recommendation to the Board for approval.
- Members welcomed the engagement with colleagues who had been involved in the Police Scotland workforce planning and agreed that it was a valuable source of information and learning could be taken from their experience. The committee discussed that as responsibility for workforce lay with The Authority the appropriate governance and oversight should be considered going forward.
- Give the importance of this work the Committee requested an interim report to be considered at the February committee which would provide an update on progress, an opportunity to flag any issues whilst allowing the Committee to offer advice and guidance in any relevant aspects of the plan as it developed.

20201103-FS-002: Options to be explored for timelines to be compressed in relation to the workforce planning activity and progress update to be provided to committee in February.

4. HMICS Update – Vicki Morton

Members consider the report which provided an update on work to implement the improvements set out in the HMICS Thematic Inspection of the Scottish Police Authority Forensic Service. During discussion and in addition to the report the following points were raised and noted;

- It was reported that since the last update to committee there had been no movement on the number of discharged recommendations with 9 remaining outstanding and a summary of the recent activity was provided.

- It was highlighted that a significant amount of supporting evidence has been provided to HMICS particularly in relation to recommendations 11,12 and 14 to date with further information to support closure of the majority of recommendations now anticipated to be submitted during Q3/Q4 20/21.

Members noted the report.

5. Forensic Services 2026 Update – Fiona Douglas

Members consider the report which provided a comprehensive update on the progress of the Forensics 2026 Programme of work. During discussion and in addition to the report the following points were raised and noted;

- Fiona Douglas walked the committee through the project progress as reported in the table at 2.1 of the submitted report.
- It was confirmed that work continued on the revised MOU and a draft MOU would be brought forward to the February meeting of the Forensic Services committee.
- Members noted the plans for staff engagement and welcomed the plans for this activity.
- Members commended the partnership working being seen across organisations and welcomed the continuing commitment to joint working as this work developed.
- The good progress was welcomed and Members noted this was of particular note given the recent events which had impacted across business areas.
- The Committee questioned how any slippage due to a lack of resource was being tracked and asked if this could be included in future updates to the committee. Fiona Douglas explained that it was not anticipated that significant slippage would be seen in the planned timescales however the impact would be perhaps be expected to be seen in the level of detail being able to be provided in individual projects.
- The Chief Digital and Information Officer reminded the committee that resourcing challenges existed across Police Scotland and the SPA but that teams are encouraged to state their requirements and this would be fed into the resource planning for the 2021/22 budget and considered as part of the overall approach to budget setting. It was agreed that it was important for the resource to be clearly stated to allow sufficient awareness as the future resource planning was considered.
- Tom Nelson confirmed that the team was fully engaged with Police Scotland Finance colleagues as the TOM was being developed with a view to the final proposal being considered by the Board in February 2021.

Members noted the report.

6. Drug Driving Update – Gary Holcroft

Members considered the paper which provided an update on the Drug Driving Toxicology Service. During discussion and in addition to the report the following points were raised and noted;

- The legislation was now just over a year old and work was continuing to better understand demand in this area of service. It was reported that the review work was still ongoing but would complete at the end of October 2020 with the intention of establishing ways that new sustainable working arrangements can be put in place as currently it is not the case.
- Members challenged the planned timescales for the progression of this work and recognising the pressures that were being placed on SPA staff, stated the absolute need to find a resolution to this issue that would mitigate against the risk of staff being burned out or a large backlog being created.
- It was reported that strong and supportive engagement had taken place across the partner organisations a further working group meeting was planned and it was anticipated that a resolution would be agreed which would identified a joint way forward.
- It was agreed that an update would be provided to the committee after the working group met in early November.

20201103-FS-003: Update on discussions from working group session to be circulated to Members between meetings. Update to give details of agreed resolution between partners.

7. Forensic Services Committee Workplan

Members noted the committee workplan.

The following items were taken in private.

End.