

2011/12

Annual Report

& AGM



The
**Forensic
Science**
Society

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The Forensic Science Society - Administrative Information

MEMBERS OF COUNCIL

President:	Dr A Priston
Immediate Past President:	Mr BWJ Rankin
Vice President:	Mr C Sutherland
Honorary Editor:	Dr L Barron
Honorary Secretary:	Mr C Ratcliff
Honorary Treasurer:	Dr A Hunt
Ordinary Member:	Mr N Hodge
Ordinary Member:	Mr M Jones
Ordinary Member:	Mr D Phillips
Ordinary Member:	Mrs M Lee-Gorman
Ordinary Member:	Dr A Jackson

All members of Council, excluding co-opted, are Trustees of the Society.

CHIEF EXECUTIVE OFFICER

Dr C Ostell

REGISTERED OFFICE – REGISTERED CHARITY NO: 209592

Clarke House, 18a Mount Parade, Harrogate, North Yorkshire, United Kingdom, HG1 1BX

AUDITORS

Becketts, Unit 1, Waterside, Old Boston Road, Wetherby, West Yorkshire, LS22 5NB

BANKERS

Lloyds TSB, 8 Cambridge Crescent, Harrogate, North Yorkshire, HG1 1PE

INVESTMENT MANAGERS

Lloyds TSB Private Banking Limited, P O Box HK100, Lloyds Bank House, Central Park, New Lane, Leeds. LS11 5UE

Sub-Committees of Council – Chairperson and Member of Staff

(1)	Executive Committee (EC)	Dr A Priston
(2)	Standards Committee (SC)	Mr B Rankin
	Accreditation Sub-Committee (AC)	Mr B Rankin
	CPD/CPC Sub-Committee (CPD)	Dr A Jackson
(3)	Finance Committee (FIN)	Dr A Hunt
(4)	Membership & Ethics Committee (MEC)	Mr C Sutherland
(5)	Conferences Committee (CC)	Mr D Phillips
(6)	Qualifications & Awards (QC)	Mr C Ratcliff
	Diploma Managers:	
	Crime Scene:	Ms A Fitzpatrick
	Document Examination:	Mr M Allen
	Identity Documents:	Mr M Allen
	Firearms:	Ms A Walters
	Fire Investigation:	Mr N Carey
(7)	Publications Committee (PC)	Dr L Barron

Report of Council 31 March 2012

Council presents its report along with the financial statements of the Society for the year ended 31 March 2012.

Introduction by the President

After a very challenging year we are still very much on course for achieving our strategic aim of making the Society a well respected and serious professional body for the entire forensic arena. Events over the year have been organised in response to the demands of the academic, legal, police and practitioner worlds.

With the running down of the FSS a number of members who are in the process of establishing themselves in a private capacity, have taken advantage of the generous insurance scheme the Society has negotiated for its professional members.

The second Education and Industry Forum was held in December last year and attended by James Brokenshire, Minister for Crime and Security, Professor Bernard Silverman, Chief Scientific Advisor to the Home Office and Alasdair Rose representing the UK research councils. Also present at the meeting was the Regulator, Andrew Rennison and representatives from the accredited Universities, the police and the suppliers of forensic services, large and small. This meeting gave the universities the opportunity to provide a brief account of the research being undertaken at their own establishments and the other participants the chance to debate the research priorities from their different perspectives.

After the meeting RCUK invited the Society to become involved in the setting up of a special interest group and also invited us to assist with their process of obtaining nominations for referees of research proposals in forensic science. Following a broad consultation exercise involving its 22 accredited universities, 52 other organisations and its Members and Fellows, the Society was able to forward the resulting nominations to RCUK for their decision and selection.

In line with our strategy of focussing on fewer conferences and more one day workshops and seminars the Society held just two conferences this year.

To some extent legal judgements helped to shape the conference themes, in particular, the controversial judgement in the case of RvT, where the use of footwear databases formed the basis of the judgement. The Summer Conference in June was convened in London at King's College in conjunction with The British Academy of Forensic Sciences, entitled The Path to Justice – Part 1, a Step in the Right Direction, the meeting attempted to air some of the more controversial issues and the list of speakers included a High Court Judge, a defence lawyer, a representative from the CPS and scientists expert in footwear comparison and interpretation.

The Autumn Conference, held in Oxford, formed the second of our themed conferences. This was entitled The Path to Justice – Part 2, the Forensic Debate, and was a more international affair with speakers from Australia, the United States and Northern Ireland joining representatives from the Judiciary, the CPS, the Home Office, the police, providers and a member of the public, the courageous mother of a murdered boy. This conference debated future plans in forensic provision and the introduction of standards across all the providers.

In addition, we held a series of Saturday morning Seminars aimed primarily at lawyers. These were put together partly in response to the Law Commission's recommendation to make lawyers more forensically aware. They were held in London and Leeds and covered DNA, Firearms, Blood Pattern Analysis and Digital Evidence. Unfortunately, despite the professed interest and need for these seminars they were very poorly attended by the lawyers. However the scientists all got a lot out of the mornings and found them very helpful. As well as these seminars two further workshops were held, one on Interpretation of Evidence and another on DNA which ran back to back with the Body Fluids Forum.

In October the Society launched two new component standards to add to our Accreditation Scheme covering the digital forensic arena: Computer Network Evidence Recovery and Analysis and Digital Evidence Analysis Recovery and Preservation. The key speaker at the launch was Sir David Phillips, the ex Chief Constable of Kent and member of the Criminal Justice Consultative Council who addressed us on the role of new technology and the opportunities it can bring to the investigation of crimes.

In November we said goodbye to three members of Council – Andy Manns, Anna-Marie O'Connor and Niamh Nic Daeid. Our thanks and appreciation goes to all for their valuable contribution to the Society. It was with pleasure that we welcomed Leon Barron as the New Editor-in-Chief of Science and Justice, and Andrew Jackson and Marce Lee-Gorman as ordinary members of Council. Each brings a special combination of skills and contribution and I am delighted to be working with them and the rest of the team.

An immense amount of work is put in by everyone involved in managing an organisation as diverse as the Society and in taking it forward in this very challenging environment. I and my Council will continue to work for the benefit of the membership, whatever their field, and to promote the reputation of our professional body. However we can only do this effectively with the feedback and involvement of yourselves so please do keep in touch with us and tell us your wishes for the future.

Finally, thank you all for your support and I look forward to another successful year.



Dr Ann Priston, OBE, JP
President, Forensic Science Society

Objectives and Aims

The Society is dedicated to advancing the study, application and standing of forensic science nationally and internationally and facilitating communication and collaboration amongst forensic practitioners.

It works closely with the Forensic Science Regulator, sits on advisory groups and works in partnership with educational institutions.

The Society regularly responds to consultation documents issued by government and endeavours to be at the forefront of developments in the forensic arena. It produces a peer reviewed journal and a newsletter, runs conferences, awards

diplomas and endorses qualifications in forensic science in educational institutions.

The Society supports new and experienced forensic scientists and students by facilitating Continuing Professional Development, offering conferences, seminars and workshops to meet their particular needs and by awarding research scholarships and prizes.

Achievements and Performance

Prizes and Awards

The following prizes were awarded during the year:

Arthur Chapman Award

Due to changes at NPIA the Initial Scenes of Crime Course has ceased. NPIA provided formal thanks for sponsoring this over the last 20 years with recognition that it has been a long association and a fitting memory to Arthur himself.

Most Meritorious Student on an Accredited Undergraduate Forensic Course and sponsored by First Forensic Ltd

The joint winners were **James Davis** from the University of the West of England and **Esta Bostock** from the University of Huddersfield.

Most Meritorious Student on a Postgraduate Forensic Course and sponsored by Wiley-Blackwell

The winner was **Sam Walton** from the University of Strathclyde

PW Allen Award 2011 – sponsored by Buckler Davies Consultancy Ltd for the best paper published in Science & Justice

“Calculating likelihood ratios for a mixed DNA Profile when a contribution from a genetic relative of a suspect is proposed”

by **Dr Roberto Puch-Solis**, co-authors Sue Pope and Ian Evett, Science & Justice 2010: 50/4, 205-209 received this recognition.

Research Scholarship Award

The Scholarship is open to members of the Society who wish to undertake research in forensic science, legal, medicine, or crime investigation based on scientific methods. Candidates should have a first or upper second class honours degree or equivalent qualification in terms of certification. However, relevant experience and expertise or extensive practice may also qualify an applicant for consideration for the award.

Best Research Scholarship – sponsored by Elsevier

The award went to **Dr Niamh NicDaeid**, University of Strathclyde, **Catherine Hess**, Bournemouth University and **Charlotte-Marie Orphanou**, Staffordshire University.

Postgraduate Diploma Awards

Crime Scene Investigation: Sarah Atherton, Christian Georg, Helen Smith, Alison Walshe, Janette O'Neill, Shane Curran, John Schley, Gemma Parker, Diane Robertson, Malcolm Stevenson.

Fire Investigation: Teresa Cox, Marthinus Bekker, Johannes Botha, Chris Loots, Tennyson Manqaba, Sello Lekotjolo.

Firearms: Mark Outhwaite.

Identity Documents: Nadia Bremner, Natasha Brunning, Paul Giles, Brian Somers, David Sheppard, Fasil Onimole, Paul Alty.

Award for the Highest Marks Achieved in the Forensic Science Society Professional Diploma – sponsored by Elsevier

The award went to **Marthinus Bekker**, Diploma in Fire Investigation, **South African Police Service**.

University Accreditation Scheme

Universities which received accreditation of their courses during 2011/2012 were:

Hogeschool van Amsterdam
King's College London
University of Central Lancashire
Anglia Ruskin University
Keele University

Joint President's Award

It is with disappointment that the Society notes no nominations were received for the Joint President's Award.

Special Awards

Forensic Science Society Register

The following experts were admitted to the Society's Register:

Mr Gordon Burrow(Podiatry), Professor Wesley Vernon(Podiatry), Mr Jeremy Walker(Podiatry).

Committee Reports

Standards Committee

In the last annual report we noted some organisational changes with a split being created for the Higher Education Accreditation scheme chaired by Brian Rankin and the Continuing Professional Development /Continuing Professional Competency (CPD/CPC) scheme being chaired by Dr Andrew Jackson.

This year has seen further developmental changes. The Standards Committee which incorporates the three sub committees of Accreditation, the CPD/CPC, Professional Diplomas and Awards. Council asked Mr Brian Rankin as immediate Past President to act as the interim Chair of Standards while they considered creating the Chair of Standards as an officer position subject to AGM approval.

All three areas have been actively supported by the headquarters staff in terms of administration to ensure that Chairs keep momentum in their personal drive to ensure quality standards are maintained and are meeting industry requirements.

Every year the Standards committee has a core of hard working assessors who, in agreement with their employers, give up a lot of personal time to contribute to the overall quality standards within the University accreditation scheme, CPD or diploma areas. We are immensely grateful to everyone and we appreciate their time, professional advice and guidance.

During this year I was requested, on behalf of the UKFSEG to chair the QAA benchmark for Forensic Science. The benchmark is now well underway with a plan to go to consultation during July / August 2012 and deliver the benchmark statement in forensic science during autumn 2012.

Mr Brian Rankin
Chair of Standards Committee

Accreditation

This has been an incredibly busy year for the accreditation committee with a total of 22 universities now accredited including our first University outside mainland Britain. The University of Hogeschool van Amsterdam was accredited in December 2011 with the standard of Forensic Science education and was commended by the assessment panel with no conditions or requirements – a truly excellent achievement.

Following on from last year the Digital component standards having been successfully piloted, Teesside University became the first to be accredited against these standards. The assessment committee recommended that these digital standards need regular review due to the nature of the rapid technological advances in this area and the Society is grateful to the on-going efforts by the digital assessors for their time and effort over a number of years to create these standards. The assessors are Philip Anderson, Clive Carmichael-Jones, David Lattimore, Angus Marshall and Blaine Price.

Standards are also being developed in the area of forensic anthropology and forensic archaeology supporting those universities who include these areas within the forensic degree portfolios. All accreditation requests must incorporate the evaluation and interpretation component standard. During the year the routine work of University accreditation also saw an evaluation and interpretation workshop aimed at University lecturers. These continue to be very successful and the committee plan to continue with the workshops.

The Accredited University and Industry Liaison forum also met during the year continuing with the theme of R&D. This is an incredibly important area which the Society and standards committee are keen to maintain the drive for increased R&D both in terms of facilitation of communication and also supporting the quest for increased recognition of forensic science as a reputable subject in its own right. It also strives to improve the resources for funding.

The Society is working as part of a Special Planning Group for the creation of a Special Interest Group (SIG) for forensic science as part of the Government Technology Strategy Board. Once again thanks go to the assessors who generously give their time to contribute to the overall quality standards. We are immensely grateful to everyone and we appreciate their professional advice and guidance.

Mr Brian Rankin

Chair of Accreditation Sub committee

CPD and CPC

The Society continues to approve CPD events from a variety of providers. Currently, there are 29 such events available, across a wide range of forensic science disciplines.

The Society offers the Accredited Forensic Practitioner (AcFP) grade of membership. This is available to those established court-going professionals in the forensic community who are able to demonstrate to the satisfaction of the Society that they have both CPC and a commitment to CPD. There are currently three means by which CPC may be established. These are:

- attainment of one of the Society's Postgraduate Diplomas (validated by Strathclyde University) plus successful completion of MCQs in legal and general aspects of the investigative process;
- a process designed for employees of UKAS accredited forensic science laboratories and police scientific support facilities;
- attainment of the Society's Certificate of Competence.

Since the previous annual report, the Society has made a successful application to Staffordshire University for the validation of the above-mentioned certificate. This certificate is currently available in forensic footwear mark comparisons and two aspects of forensic podiatry (bare footprints and gait analysis). It is anticipated that the range of specialties in which this certificate is available will grow.

Full details of the approved CPD events that are available, the approval process for such events and the routes to the AcFP grade of membership are available from the Society's website.

Dr Andrew Jackson

Chair of CPD/CPC Sub committee

Qualifications and Awards Committee

Prizes and Awards given by the Society are detailed on the previous pages – our congratulations go to all recipients.

Forensic Science Society Professional Diplomas

The Forensic Science Society has provided professional certificates and diplomas in a number of disciplines over many years.

These qualifications are widely recognised within the forensic science community both in the UK and overseas. All of the diplomas are validated by the University of Strathclyde in Glasgow and are credit rated as post graduate level. Successful candidates have the opportunity to top up the diploma to a Masters degree with participating Universities.

Each diploma is managed by a Diploma Manager who guides the examination and assessment process, manages applications and conducts renewals for the relevant diploma. The Chair of Qualifications and Awards Committee, Staff and Council of the Forensic Science Society are very grateful for all of the hard work and commitment shown by its Examiners and Diploma Managers for their time and commitment without which the examinations and renewals of the diplomas would not be possible.

This was a very successful year for diploma awards with the first diplomates in Identity Documents Examination doing particularly well with six distinctions and one merit.

In total 24 diplomas were awarded.
The full results are as follows:

Crime Scene Investigation	10 passes
	1 with distinction, 2 with merit
Fire Investigation	6 passes
	3 with distinction, 2 with merit
Firearms	1 pass
	1 with distinction
Identity Documents Examination	7 passes
	6 with distinction, 1 with merit
Documents	No candidates this year

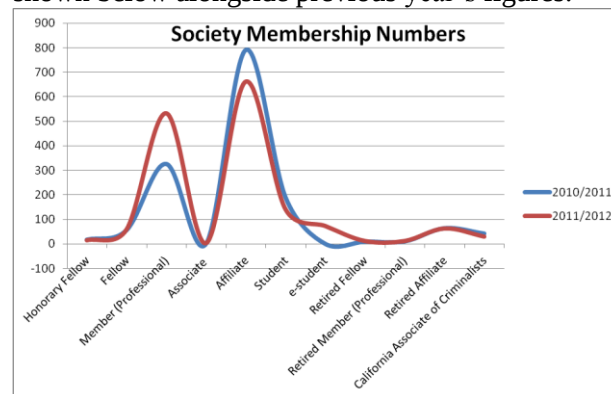
Colin Ratcliff
Chair of Qualifications & Awards Committee

Membership and Ethics Committee

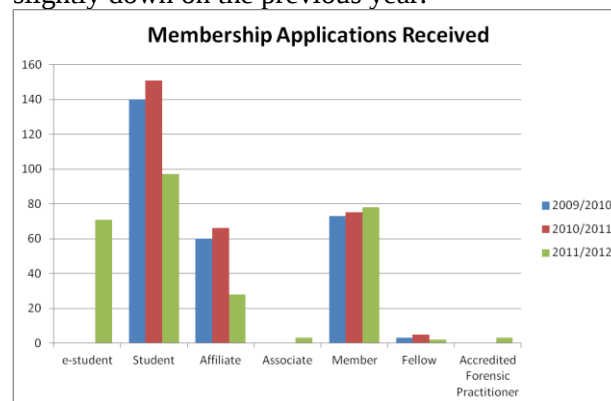
The Membership and Ethics Committee (MEC) of the Forensic Science Society currently comprises Callum Sutherland (Vice-President and Chair of MEC), Ann Priston (President), Anya Hunt (Hon Treasurer) and Marce Lee Gorman (Ordinary Member).

As the professional body for forensic practitioners both in the UK and overseas the Society has a responsibility to ensure that quality standards are applied in forensic science practice. The Membership and Ethics Committee takes this responsibility seriously and checks all applications against agreed criteria.

The Society membership figures for 2011/2012 are shown below alongside previous year's figures.



Although the increase in overall membership numbers is only 96 it is still encouraging particularly with the closure of the Forensic Science Service and the financial climate over the last three years. Applications to join the society are still being received with this year's numbers only slightly down on the previous year.



Thanks to the hard work of the staff at the FSSoc offices in Harrogate we were able to identify and make contact with a large number of Affiliate members who fulfilled the criteria to be

professional members and thus the number of professional members has increased by 206. This figure also includes those who joined directly as new members at the professional level.

The Membership and Ethics Committee, and indeed all members of Council of the Society, continually strive to implement new ideas and methods so as to increase membership at all levels. The Accredited Forensic Practitioner status and Continuing Professional Development scheme not only plays an important role in promoting up-to-date and competent forensic practice but has helped to attract new members.

We have recognised the need to attract and retain our student members from the commencement of their studies through to graduation and beyond. To this end members of council have visited a number of our Accredited Universities to encourage students to join the society and promote the new membership level of Associate which carries a post nominal and can be attained on completion of the accredited degree course. Associate membership level is also open to non Accredited University students who have graduated. However the process of application is more stringent.

There have been no complaints over the past year in relation to the conduct of any members of the Society. A small number of minor issues have been dealt with and resolved.

Callum Sutherland
Vice-President & Chair of MEC Committee

Conferences Committee

The move to shorter, more focussed conferences has continued into 2011-12 with a number of one day meetings dedicated to very specific, topical themes in addition to the 2 day Autumn / AGM conference. The Society is aiming to extend this trend in 2012-13 with additional events geared towards the forensic science research community as well as practitioners.

2011-12 has been a very important time within the forensic science community with high profile legal challenges to forensic evidence in criminal trials, the announced closure of the Forensic Science Service and the resulting House of Commons Science and Technology Committee's inquiry being just some of the issues of serious importance that

Forensic Science practitioners have been presented with.

A number of the conferences held during this period have focussed attention on to these key issues and allowed debate and discussion on the way forward of forensic science provision in the UK. The summer and autumn / AGM conferences of 2011 at Kings College, London and Oxford respectively did this very well with their dual theme of, "The Path to Justice" coupled with some very high profile speakers at both events.

Continued engagement with the international community was also enhanced through the joint meeting with the California Association of Criminalists which was held on the Queen Mary in Long Beach in May 2011.

The very popular one day DNA and Body Fluids Forum conferences were also held on consecutive days in September 2011 in Manchester. The Society is aiming to repeat these two events bi-annually such is the interest in the subject matter.

The annual student conference was held at Robert Gordon University in Aberdeen in December 2011. These student conferences continue to be held annually at different Society accredited universities throughout the UK and allow prospective graduates an opportunity to meet professional forensic scientists and to gain insight into different careers.

Darren J Phillips
Chair of Conferences Committee

2011-2012 Conference Programme
(1 April 2011 until 31 March 2012)

Saturday Seminar
Kings College London
2 April 2011

Firearms and Discharge Residues
Speakers: David Pryor and David Dyson

Spring Conference
Mezies Strathallan Hotel, Birmingham
4 April 2011

Document Examination - More than Just Handwriting Analysis
Convenors: Andrew Manns, Dr Steve Cosslett and Dr Kate Barr
Saturday Seminar
Kings College London

11 June 2011

Digital Forensics

Speakers: Clive Carmichael-Jones and Paul Keleher QC

Summer Conference

Kings College London

18 June 2011

The Path to Justice: Part 1- A step in the Right direction

Convenors: Dr Ann Priston and Gary Pugh

One Day Conference

Ramada Piccadilly Manchester

15 September 2011

Forensic DNA

Convenor: Caroline Sheriff

One Day Forum

Ramada Piccadilly Manchester

16 September 2011

Body Fluids

Convenor: Caroline Sheriff

Saturday Seminar

Novotel, Leeds

1 October 2011

Firearms

Speakers: Martin Parker and Ann Kiernan

Autumn Conference

Barceló Oxford Hotel

4 -5 November 2011

The Path to Justice: The Forensic Debate

Convenor: Callum Sutherland

Saturday Seminar

Novotel, Leeds

19 November 2011

Blood Pattern Analysis

Speakers: Joanne Millington and Dr Helen Davey

Saturday Seminar

Novotel, Leeds

3 December 2011

DNA Evidence

Speaker: Dr Timothy Clayton

Student Conference

Robert Gordon University

10 December 2011

Sex, drugs and

Convenor: Professor Andrew Morrisson

Publications Committee

Science & Justice

In 2011, the Society elected me as the new Honorary Editor of the Publications Committee. I would like to express my sincere thanks and appreciation to the Society for this prestigious opportunity. I would like to thank Niamh NicDaeid on behalf of the Editorial Board for her long-standing input to the Journal as the outgoing Honorary Editor. The hand-over of the Journal went smoothly and we have several articles in press to be printed in multiple issues going forward. A meeting was held with Elsevier to renegotiate our publishing contract and we have agreed to continue our working relationship with them for the foreseeable future. The current impact factor of *Science & Justice* is 0.966 and has a 5-year impact factor of 0.843 which shows a steady improvement. The rejection rate for submitted papers in 2011 was 46% and this rose to 66 % to April, 2012. In 2011, a total of 75,385 articles were downloaded from the Journal website (29,107 were downloaded to April 2012).

The Editor would like to express his sincere thanks to all of our reviewers and members of the Editorial Board for their continued support of Science and Justice. Authors from the UK remain the largest contributor to the Journal (22 articles in 2011).

Other Publications

The Forensic Science Society continues to publish its magazine *Interfaces*. The magazine is edited by Tracey Kilvington and covers a variety of topics for and by members.

Dr Leon Barron

Honorary Editor

Financial Review for the year 1 April 2011 to 31 March 2012

Within the past year major changes have occurred within the forensic marketplace. These have taken place against the backdrop of a difficult economic climate which continues to impact many businesses and individuals. The excess of expenditure over income of £19,942 has resulted in part from this situation which has delivered less revenue from educational activities. In addition, the costs of generating income have increased slightly and our employment costs have risen as a result of driving forward new income streams. In spite of these circumstances the Society has continued to build upon its foundations as a professional body and expanded its services to meet the challenges ahead.

Public Benefit Statement

In developing the objectives for the year and in planning activities the trustees have considered the Charity Commission's general guidance on public benefit.

Investment policy

Responsibility for investment policy resides with Council and, as trustees of the Forensic Science Society, it has the power to invest in such assets as it sees fit.

The trustees have instructed the Society's investment managers to continue to adopt a cautious risk profile in order to protect the investments held.

Reserves

The reserves of the Society are held in an unrestricted fund, which at 31 March 2012 amounted to £647,447. Of this £402,813 is represented by tangible fixed assets. The balance of £244,634 could be converted into liquid funds within 30 days and Council therefore consider that there is currently sufficient resources available to allow the ongoing activities to continue in the event of a significant shortfall in budgeted income.

Structure, Governance and Management

The Forensic Science Society is a registered charity (Registration Number 209592) and operates in accordance with its Constitution.

A maximum of twelve serving Members of Council also act as Trustees of the Forensic Science Society. Council is at liberty to co-opt a further three advisors if required for the conduct of Society business.

Elections to replace retiring Council Members and ratify mid-term appointments take place immediately prior to the Annual General Meeting (AGM) and are announced at that meeting held in November each year.

New Trustees on Council are mentored by current serving Trustees and are provided with an induction pack of information on the legal responsibilities of Trusteeship, and information from the Charity Commission as general guidance.

Sub-committees are made up of Members of Council. These meet frequently for the conduct of the Society business in the areas of: Standards; Finance; Qualifications, Awards; Membership and Ethics; Publications and Communications; and Conferences. Sub-committees report all acts and proceedings fully and promptly to Council.

All members of Council and sub-committees give their time voluntarily.

Risk Management

The Society maintains and regularly updates a risk register. Reports are presented to each meeting of Council where discussion of risks and subsequent mitigation actions on any risks is agreed.

The Society maintains insurance against identifiable and insurable losses of income and assets. This cover is reviewed annually.

Statement of Trustees' Responsibilities

The trustees are responsible for preparing the Trustees' Annual Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

The law applicable to charities in England and Wales requires the trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charity and of the incoming resources and application of resources of the charity for that period. In preparing these financial statements, the trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgments and estimates that are reasonable and prudent;
- state whether applicable accounting standards have been followed, subject to any material departures disclosed and explained in the financial statements; and
- prepare the financial statements on a going concern basis unless it is inappropriate to presume that the charity will continue in business.

The trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charity and enable them to ensure that the financial statements comply with the Charities Act 2011, the Charity (Accounts and Reports) Regulations 2008 and the provisions of the charity's Constitution. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

The trustees are responsible for the maintenance and integrity of the charity and financial information included on the charity's website. Legislation in the United Kingdom governing the preparation and dissemination of financial statements may differ from legislation in other jurisdictions.

Approved by the trustees on 19th October 2012 and signed on their behalf by:



Colin Ratcliff
Honorary Secretary

Independent Auditors Report to the Trustees of the Forensic Science Society

We have audited the financial statements of The Forensic Science Society for the year ended 31st March 2012, which comprise the Statement of Financial Activities, the Balance Sheet and the related notes. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Respective responsibilities of trustees and auditor

As explained more fully in the Statement of Trustees' Responsibilities set out on page 12 the Trustees are responsible for the preparation of financial statements which give a true and fair view.

We have been appointed as auditor under section 145 of the Charities Act 2011 and report in accordance with regulations made under section 154 of that Act. Our responsibility is to audit and express an opinion on the financial statements in accordance with applicable law and International Standards on Auditing (UK and Ireland). Those standards require us to comply with the Auditing Practices Board's Ethical Standards for Auditors.

Scope of the audit of the financial statements

An audit involves obtaining evidence about the amounts and disclosures in the financial statements sufficient to give reasonable assurance that the financial statements are free from material misstatement, whether caused by fraud or error. This includes an assessment of: whether the accounting policies are appropriate to the charity's circumstances and have been consistently applied and adequately disclosed; the reasonableness of significant accounting estimates made by the trustees; and the overall presentation of the financial statements. In addition, we read all the financial and non-financial information in the Annual Report to identify material inconsistencies with the audited financial statements. If we become aware of any apparent material misstatements or inconsistencies we consider the implications for our report.

Opinion on financial statements

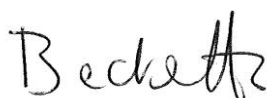
In our opinion the financial statements:

- give a true and fair view of the state of the charity's affairs as at 31st March 2012, and of its incoming resources and application of resources, for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice; and
- have been prepared in accordance with the Charities Act 2011

Matters on which we are required to report by exception

We have nothing to report in respect of the following matters where the Charities Act 2011 requires us to report to you, if in our opinion:

- the information given in the Trustees' Annual Report is inconsistent in any material respect with the financial statements; or
- sufficient accounting records have not been kept; or
- the financial statements are not in agreement with the accounting records and returns; or
- we have not received all the information and explanations we require for our audit.



Andrew Beckett (Senior Statutory Auditor)
for and on behalf of
Becketts
Chartered Accountants and Statutory Auditors
19th October 2012

Unit 1, Waterside
Old Boston Road
Wetherby
LS22 5NB

Statement of Financial Activities for the year ended 31 March 2012

	Notes	Unrestricted funds	
		2012 £	2011 £
Incoming resources			
Incoming resources from generated funds:			
Voluntary income			
Donations	2	137,038	132,508
Investment income	3	4,007	4,229
Incoming resources from charitable activities	4	208,668	259,594
Total incoming resources		349,713	396,401
Resources expended			
Cost of generating funds:			
Costs of generating voluntary income	5	43,468	34,782
Investment management costs	6	688	1,590
Charitable activities	7	281,407	271,768
Governance costs	8	43,064	54,086
Total resources expended		368,627	362,226
Net incoming /(outgoing) resources		(18,914)	34,175
Other recognised gains and losses			
(Losses)/gains on investment assets	12	(1,028)	(2,603)
Net movement in fund for the year		(19,942)	31,572
Fund balance brought forward at 1 April		667,389	635,817
Fund balance carried forward at 31 March		647,447	667,389

Balance Sheet for the year ended 31 March 2012

	Notes	2012 £	2011 £
Fixed assets			
Tangible assets	11	402,813	406,490
Investments	12	135,228	133,078
		<u>538,041</u>	<u>539,568</u>
Current assets			
Debtors	13	48,391	112,776
Cash at bank and in hand		94,505	81,700
		<u>142,896</u>	<u>194,476</u>
Creditors: amounts falling due within one year	14	(33,490)	(66,655)
Net current assets		<u>109,406</u>	<u>127,821</u>
Net assets		<u>647,447</u>	<u>667,389</u>
Funds			
Unrestricted income fund		647,447	667,389
		<u>647,447</u>	<u>667,389</u>

Approved by the Council on 19th October 2012 and signed on its behalf by Colin Ratcliff,
Honorary Secretary



Honorary Secretary

Notes to the Financial Statements for the year ended 31 March 2012

1 Accounting policies

Basis of preparation

The financial statements are prepared under the historical cost convention, with the exception that certain fixed assets and investments are included at market value. The financial statements have been prepared in accordance with the Statement of Recommended Practice on Accounting and Reporting by Charities (SORP 2005) and applicable UK Accounting Standards and the Charities Act 2011

Incoming resources

Annual subscriptions are recognised when they fall due and to the extent that they are received within three months of the due date. Other donations are recognised where there is entitlement, certainty of receipt and the amount can be measured with sufficient reliability. Income from charitable activities is recognised as earned (that is, as the related goods or services are provided). Investment income is recognised on a receivable basis.

Resources expended

Expenditure is accounted for on an accruals basis. Costs of generating funds are those incurred in attracting voluntary income. Charitable expenditure comprises those costs incurred by the Society in the delivery of its activities and services for its beneficiaries. Governance costs include those costs associated with meeting the constitutional and statutory requirements of the Society and include audit fees and costs linked with the strategic management of the Society. Where costs cannot be directly attributed to particular headings they have been allocated to each category on a basis consistent with the use of resources. These costs have been allocated on the basis of time spent by staff on each activity.

Pension costs

The Society contributes to employee stakeholder defined contribution personal pension plans. The Society contribution is restricted to the contribution disclosed in Note 10.

Taxation

The Society is registered as a charity (Charity Commission Reference 209592) and as such the income arising from and expended on its charitable activities is exempt from corporation tax. It is registered for VAT and is subject to partial exemption rules. Any irrecoverable VAT is included in support costs which are then allocated to the charitable activities. Gift Aid is included in the accounts based on amounts recoverable at the balance sheet date.

Depreciation

Freehold property held by the Society for its own use is valued at market value. No depreciation is charged against such property on the grounds that, in the opinion of the Trustees, its residual value will be no less than its stated market value. Computers and other equipment are depreciated at 25% on the reducing balance in order to write off the assets over their estimated useful lives.

Fixed asset investments

Investments are stated at market value as at the balance sheet date. The Statement of Financial Activities includes the net gains and losses arising on revaluation and disposals throughout the year

Funds

The funds of the Society are not subject to any restrictions regarding their use and are available for application to the general purposes of the Society. The Society has no designated funds.

Notes to the Financial Statements for the year ended 31 March 2012

	2012 £	2013 £
2 Voluntary income - donations		
Annual subscriptions	121,847	120,075
Refund of taxes	15,191	12,433
	<u>137,038</u>	<u>132,508</u>
3 Investment income		
Dividends and interest on listed investments	3,866	4,193
Interest on cash deposits	141	106
	<u>4,007</u>	<u>4,299</u>
4 Income from charitable activities		
Educational activities	166,265	219,498
Research and development	36,111	35,580
Other income	6,292	4,516
	<u>208,668</u>	<u>259,594</u>
5 Cost of generating voluntary income		
Support costs allocated (see note 9)	43,468	34,782
6 Investment management costs		
Investment management	688	1,590
7 Cost of charitable activities		
Educational activities*	219,671	231,865
Research and development*	44,560	31,749
Other income*	17,176	8,154
<i>* including allocated Support costs (Note 9)</i>	<u>281,407</u>	<u>271,768</u>
8 Governance costs		
Audit fee	2,975	2,900
Annual Report	340	315
Consultancy and other professional fees	3,857	14,036
Council and committee expenses	10,749	11,169
Trustees indemnity insurance	4,311	4,497
Support costs allocated (see note 9)	20,832	21,169
	<u>43,064</u>	<u>54,086</u>
9 Support costs		
Employment costs	170,447	148,830
Depreciation, repairs and maintenance	24,951	25,268
Other administration costs	38,930	28,474
	<u>234,328</u>	<u>202,572</u>
Allocation of support costs (based on staff time and cost)		
Cost of generating voluntary income	43,468	34,782
Cost of charitable activities–Educational activities	133,286	129,706
Cost of charitable activities– Research and development	19,566	8,965
Cost of charitable activities–Other income	17,176	7,950
Governance costs	20,832	21,169
	<u>234,328</u>	<u>202,572</u>

Notes to the Financial Statements for the year ended 31 March 2012

10 Staff numbers and cost

Salaries	149,654	131,753
Social security costs	13,463	10,395
Pension costs	7,330	6,682
	<u>170,447</u>	<u>148,830</u>

Apportioned to activities on the basis of time and cost:

Cost of generating voluntary income	31,621	25,560
Cost of charitable activities	123,671	107,712
Governance costs	15,155	15,558
	<u>170,447</u>	<u>148,830</u>

The average number of employees calculated on a full time equivalent basis and analysed by function was:

	No	No
Cost of generating voluntary income	1.5	1.5
Cost of charitable activities	5.0	4.5
Governance costs	0.5	0.5
	<u>7.0</u>	<u>6.5</u>

No employee earned more than £60,000 per annum (2011: none)

11 Tangible fixed assets

	Freehold property £	Fixtures and equipment £	Total £
Cost			
At 1 April 2011	375,000	100,366	473,366
Additions	-	5,594	5,594
At 31 March 2012	<u>375,000</u>	<u>105,960</u>	<u>480,960</u>
Depreciation			
At 1 April 2011	-	68,876	68,876
Charge for the year	-	9,271	9,271
At 31 March 2012	<u>-</u>	<u>78,147</u>	<u>78,147</u>
Net book value			
At 31 March 2012	<u>375,000</u>	<u>27,813</u>	<u>402,813</u>
At 31 March 2011	<u>375,000</u>	<u>31,490</u>	<u>406,490</u>

The freehold property, 18a Mount Parade, Harrogate, was revalued at 31 March 2009.

Notes to the Financial Statements for the year ended 31 March 2012

12 Investments	2012	2011
	£	£
Market value at 1 April 2011	133,078	203,078
Additions at cost	3,178	62,200
Disposal proceeds	-	(129,597)
Net investment (losses)/gains	(1,028)	(2,603)
Market value at 31 March 2012	135,228	133,078
Historical cost of investments held at 31 March	134,534	123,450
Investments are represented by:		
Fixed interest securities	-	52,118
Unit trusts and bonds	8,474	80,518
Cash deposit	126,754	442
	135,228	133,078
13 Debtors		
Trade debtors	14,793	89,480
Other debtors	15,080	12,222
Prepayments and accrued income	18,518	11,074
	48,391	112,776
14 Creditors: amounts falling due within one year	2012	2011
	£	£
Trade creditors	9,898	10,518
Income in advance	14,557	41,947
VAT payable/(receivable)	366	856
Other taxes and social security costs	3,498	2,969
Other creditors and accruals	5,171	10,365
	33,490	66,655

15 Trustees' expenses and remuneration

During the year Trustees received no remuneration (2011: £nil). Trustees are paid expenses for attending meetings and for carrying out required duties as a trustee. During the year travel and subsistence expenses paid to 13 trustees totalled £5,887 (2011: £7,379).

Notice of the 53rd Annual General Meeting

The Forensic Science Society

To be held on 10th November 2012

**At
Warwick University**

Commencing 12.20 pm

Agenda

- 1) Apologies
- 2) Minutes of 52nd Annual General Meeting
- 3) Matters Arising
- 4) Presentation of Annual Report and Financial Statements
- 5) Election of Council Members
- 6) Council Structure
- 7) Motions for Consideration
 - 7.1 President Elect
 - 7.2 Application for a Royal Charter
 - 7.3 Chair of Quality Standards
 - 7.4 Ratification of Barbara Daniel to replace Nigel Hodge on Council for remaining term
- 8) Any Other Business
 - * *E-membership – revision of membership delivery*

Callum Sutherland
Honorary Secretary(Interim), October 2012

* *For noting only*

THE FORENSIC SCIENCE SOCIETY

Minutes of the 52nd Annual General Meeting held at 12:25 on Saturday 5 November 2011 at the Barcelo Oxford Hotel

				ACTION
1	Apologies			
1.1	Apologies had been received from:			
	Viv Emerson	Dr John DeHaan	Dr Sheilah Hamilton	
	Sir Leslie R Angell	Susan J Thornewill	Dr Roger Berrett	
	Professor John Cooper	Dr Sheila Willis	Chris Price	
	John Twibell	Daniel Jackson	Darren Phillips	
	John (Zeke) Thackray	Christophe Teuber	Celia Dyke	
	Natasha Brunning	Kathryn Thorndycraft	Alistair Brownlie	
	Martin Bloomfield	Caroline Sheriff	Professor Tim Wilson	
	Terry Keating	Nigel Hodge	Richard Talbot	
	Ms Poh Yee Cheong	Dr Lee Chatfield		
2	Minutes of the 51st AGM			
	The minutes of the previous AGM were confirmed as an accurate record.			
3	Matters arising			
3.1	There were no matters arising from the minutes of the previous meeting.			
4	Presentation of Annual Report and Financial Statements			
4.1	Honorary Treasurer, Dr Anya Hunt, thanked office colleague, Tracey Kilvington, and Senior Statutory Auditor, Andrew Beckett of Becketts Chartered Accountants and Statutory Auditors, for their help in the preparation of the accounts which were set out in the hard copy of the Annual Report. Dr Hunt welcomed feedback on the lay out for discussion after this session.			
4.2	From a range of income streams, including subscriptions and charitable donations, total incoming resources were £396,401 in the year ending 31 March 2011.			
4.3	Total resources expended in the same period were £362,226. This follows changes in the way prices for certain activities are priced, such as conferences, and in the running of Clarke House.			
4.4	The resultant net income was £34,175. Dr Hunt gave a special vote of thanks to Chief Executive, Dr Carol Ostell, for turning round a deficit in the 2010 accounts to a surplus of income over expenditure in the year ending March 2011.			
4.5	Income from subscriptions was slightly up which was seen as a positive sign.			
4.6	Dr Hunt said that there was now a raised awareness of the risks posed to the Society in the current economic climate and in the coming year.			
4.7	Numbers attending conferences had been down. Dr Hunt said the Society is often criticised about conferences being expensive. Delegates were asked to consider the fact that even given the prices charged a slight loss had still been made in this area of activity.			
4.8	Dr Hunt added that in order to develop as a Society and professional body the areas of accreditation, diplomas, conferences and CPD must be supported.			
4.9	Callum Sutherland, Vice President and Chair of the Membership and Ethics Committee, reported that at the end of March 2011 the total membership was down			

	to 1505. General feedback suggested this was a result of the current financial climate and redundancy, and those leaving were keen to re-join when the position improved.	
4.10	The area of Continuing Professional Development for students was seen as offering potential for increased membership. Callum Sutherland encouraged everyone present to do everything possible to promote the benefits of Society membership to students.	
4.11	Practitioners in the legal, police and scene of crime fields were also seen as potential sources of new members.	
5	Election of Council Members	
5.1	<u>President Elect</u> : Honorary Secretary, Anna-Marie O'Connor, referred to the motion passed at last year's AGM when it was stated that, in the absence of nominations for President Elect, Dr Ann Priston would continue in post for an additional period of time up to a maximum of two years. This had required an amendment to the Constitution.	
5.2	As a result, Dr Priston can only remain as President for the coming two years. Nominations for President Elect are needed. Delegates were asked to consider appropriate people for the post, bearing in mind not only the hard work and commitment involved but also the wonderful opportunity this would represent.	ALL
5.3	<u>Honorary Editor</u> : Leon Barron had been elected the new Honorary Editor and was presented with the folder from Dr Niamh Nic Daéid, outgoing Honorary Editor. The badge of office will follow. The handover will be completed in the next few months.	
5.4	Dr Nic Daéid referred to the progress she had seen during her six year tenure and acknowledged the support received from office colleagues, from members of the Editorial Board, from Elsevier, and from those in the wider community who had answered the call to review papers.	
5.5	Honorary Secretary: Colin Ratcliff had stood unopposed, was duly elected and presented with the badge of office by Anna-Marie O'Connor, outgoing Honorary Secretary.	
5.6	Out of four people standing two Ordinary Members had been elected: Dr Andrew Jackson and Marce Lee-Gorman.	
5.7	The President congratulated those newly elected and looked forward to seeing them at the next Council meeting on 12 November.	
6	Council Structure	
6.1	This item was withdrawn.	
7	Motions for Consideration	
7.1	<u>Proposed Revised Amendment to the Constitution of the Forensic Science Society</u>	
7.1.1	Anna-Marie O'Connor reported that the revised way of collecting subscription payments had been trialled for a year but had proved cumbersome to administer so it was proposed to revert to the previous method.	
7.1.2	The proposal to revert to the previous wording was read out, proposed by Anna-Marie O'Connor, seconded by Callum Sutherland and carried unopposed.	
7.2	<u>Graduate Membership and the Graduate Basis of Registration</u>	
7.2.1	The motion which had been circulated had been withdrawn and replaced by the wording on the screen. "That the Society introduces a membership category for graduates. This category of Associate Member will confer the post nominal AFSSoc (Associate Member of the Forensic Science Society) to recognise graduates of Forensic Science."	
7.2.2	Last year the category of 'Chartered Status' had been introduced and had proved to be very popular and much needed. The President had subsequently been informed	

that, for the time being, the term 'Chartered' could not be used. For this reason practitioners who had reached this high level should be 'Accredited'.

7.2.3 As part of this process the Society is required to show a proper category structure. The President asked for support for the introduction of this scheme which will be taken back to Council.

7.2.4 Dr Andrew Jackson asked how this related to the accreditation of the higher education institutions.

7.2.5 Past President, Brian Rankin, explained that the university system has a Quality Assurance Agency which sets benchmark statements for various subjects eg chemistry. The QAA has agreed to a benchmark statement for forensic science. They require that there will be a graduate progression scheme within that benchmark statement and would look to the professional body to see that this is in place.

7.2.6 It was confirmed that this would also refer to MSc students.

7.2.7 From the floor Brian McKeown suggested the term 'post nominal' should be hyphenated.

7.2.8 In order to provide a written record queries, feedback and questions were invited via e-mail for consideration by Council at the meeting on 12 November.

7.2.9 This motion was proposed by Callum Sutherland and seconded by Niamh Nic Daeid and was overwhelming carried with no votes against and no abstentions.

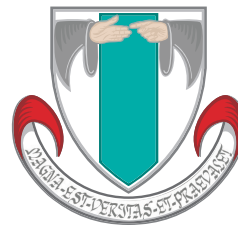
8 **Any other Business**

8.1 Via e-mail Martin Evison had asked for a topic to be included on the agenda concerning the consideration the Society gives to its relationships and links with countries whose ethics and human rights records differ from those in the UK.

8.2 Further clarification will be sought from Martin Evison as to precisely which areas of business activity he is referring to and this will be given full consideration by Council.

8.3 As there was no other business the President concluded by thanking outgoing Council Members for their contribution. Dr Priston acknowledged that these were exciting and challenging times in which the Society would be taking an increasingly important role.

The meeting closed at 1310. The date of the next AGM is 10 November 2012.



The
**Forensic
Science**
Society

The **Forensic Science** Society advances the study, application and standing of forensic science and facilitates co-operation among people interested in forensic science and the administration of justice throughout the world.

It also provides a voice for the profession, looks after the interests of members, provides support to individual practitioners and maintains professional and scientific standards.

It is now the largest, most dynamic society of its kind in the world with circa 2000 members in 65 countries, and affiliated to it is the California Association of Criminalists which has 100+ members.

www.forensic-science-society.org.uk

Information

The Forensic Science Society
18A Mount Parade
Harrogate
North Yorkshire HG1 1BX
United Kingdom

T +44 (0)1423 506068

F +44 (0)1423 566391

E president@forensic-science-society.org.uk