



**Minutes of the CPC Committee
Tuesday 18th October 2016
Room 390 Science Centre Staffs University**

The meeting started at 11am

- 1** Attendance: **ACTION**
- | | |
|------------------|----|
| Anya Hunt | AH |
| Claire Gwinnett | CG |
| Helen Richardson | HR |
| Paul Donegan | PD |
| Jim Smith | JS |

- 2** Apologies: Mike Jones, Dave Scaysbrook, Peter Hunter, Sarah Reel

- 3** Declaration or Conflicts of interest – PD raised his independent interests and this was agreed to be addressed if needed.
JS mentioned he has not promoted CPC within his area as wasn't sure – AH encouraged him to do so. This is now on the website so 'live'.

- 4** Minutes of the last meeting (18.5.2016)
These were agreed. Actions completed as below:

	ACTION	Who	Completed
1	Ensure CSFS website wording reflects not for profit	AH/HR	Completed
2	AH to ask UKAS whether 9001 + CPC could take ST/SME towards 17020/17025 and feedback results of this discussion	HR	Completed
3	HR to check assessor list on the website for CPC assessors	HR	Completed
4	Review ToR – comments to HR by 18.6.2016	ALL	Completed
5	All to let HR know area of Manual interest by 18.6.2016	ALL	Completed
6	Suggestions for areas in which the interpretation of evidence 1 day workshop could be implemented to be sent to HR	ALL	Completed

Comments – CPD will remain in the Manual but focus is on CPC. Action 6 - PD suggested a concentration on recent case studies involving the use of developing methodologies in any Forensic discipline – engage practitioners and stimulate current thinking. Introduction/overview to digital evidence for CSIs useful – webinar perhaps. Subject matter – National Injuries Database at Wyboston good?

- 5** Brief update on current CPC activities and status
HR fed back:
CSI – piloted July and Launched September – to be covered under Agenda item 7
Collision – piloted September and feedback positive. Slight tweaks being made before full launch.
Firearms - there are 4 areas prepared but with changes being made by the FSR we are looking to narrow this to 2 certificates. In progress.
Fire Investigation - last meeting to be rearranged – AH and HR due to meet Mick Gardiner at Conference to discuss taking further.
CCTV - event 21.10.2016 with Lord Dear. In progress.
Podiatry - Weekend event held 1.10.2016 very successful – plan is to repeat this even 2017 to encompass Podiatry CPC.
Radiography - awaiting questions for the Subject specific and practical aspects and can then pilot.



BPA – rested

FEL – rested.

Other areas for future = Identity Documents/Document Examination, Geoscience, Digital.

6 Accredited to Chartered Forensic Practitioner Status

Much discussion re Accredited to Chartered. Accredited has to go – FSR no longer wants the term ‘Accredited’ used. Podiatry and CSI can gain Charter via CPC – but not yet in a position for other areas to do this.

***ACTION:** AH to word a letter to current AcFP re way forward.

***ACTION:** PD to research FI regulations re accreditation.

***ACTION:** AH and HR to talk to Mick Gardiner re FI

AH
PD
AH/HR

7 Hampshire CSI

AH outlined the Hampshire scheme – 3 years membership of the Society with CPC. CPC comprises of 1 x CSI subject specific online MCQ, 1 general forensic online MCQ and a practical scenario based exercise. This was piloted in July, launched September and the first test December. April 2017 is the next full meeting at Hampshire.

What worked well? Good feedback from candidates, online MCQs good, good facilities for practical (RMP Southwick Park, Fareham).

JS outlined the CSI and CSM CPC practicals. CSI – scenario based mapped against NOS. Good to Independent to Hampshire assessment – no bias. Candidates given feedback on the day re their practical. The marking sheets need development – here assessors put Y/N against nos and wrote comment for No or where very good – explanation for this. Hampshire do not have SoPs in place so CPC seen as 2 way process helping to format SoP. JS commented that Hampshire may have issues with some staff that are looking at CSFS to help sort. What is competency? Discussed. Danger of being auditors rather than assessing also discussed.

AH was not at the pilot so was able to look independently at the evidence – going forward the Society will have independent body to look at the whole process.

***ACTION:** Check with Hampshire timings of shifts and assessment days

***ACTION:** send assessors Hampshire timetable to discuss and get date in diary to discuss.

***ACTION:** send PD details of Southwick Park

***ACTION:** contact City and Guilds assessor re assessing at Hampshire

***ACTION:** look at mark sheets

HR
HR
HR
HR
AH/HR

8 SME and ST ISO accreditation update

AH updated re April workshop (70 people) looking at the process for allowing SME and ST access to accreditation. From this a pilot scheme is being devised including case work review with UKAS. The Society has produced a Quality Manual (Martyn Jones) and organisations need to be accredited. 17th October was the first development workshop and from this the Manual will be finalised and ToRs standardised.

Costs are the main issue and UKAS have supported this. The Society has been paid by companies to be involved. UKAS will assess at a reduced fee. AH working to reduce this further. The Pilot will be a casework review for biology related areas, going forward digital might be the next area. 20+ companies interested going forward.

AH stressed nothing needed from CPC Committee here – currently it is led by UKAS and FSR, CSFS office and AH.

9 Business development

Looking ahead we need to identify areas. AH has a Council Strategy meeting in November. From this meeting AH has combined the next CPC Committee meeting with a planned Business Development Strategy meeting 8th February 2017 at Staffs Uni – all CPC invited (Katharine Mitchell)

***ACTION:** All to consider strategy for the future to be discussed at the next meeting.

ALL



10 CPC Manual

AH stated that this is an office process manual so will be finalised by the office.

11 Any other business

None mentioned.

12 Date of next meeting

This was set for 1st March 2017 at Staffs Uni – however it is now Wednesday 8th February at Staffs to combine with Business Development Strategy meeting.

ACTIONS ARISING FROM CPC MEETING 18th October 2016

	ACTION	Who	Completed
1	AH to word a letter to current AcFP re way forward.	AH	
2	PD to research FI regulations re accreditation.	PD	
3	AH and HR to talk to Mick Gardiner re FI	AH/HR	Completed
4	Check with Hampshire timings of shifts and assessment days	HR	
5	HR to send assessors Hampshire timetable to discuss and get date in diary to discuss.	HR	
6	HR to send PD details of Southwick Park	HR	Completed
7	HR to contact City and Guilds assessor re assessing at Hampshire	HR	Completed
8	AH/HR to look at mark sheets	HR/AH	
9	All to consider strategy for the future to be discussed at the next meeting	ALL	
10	AH to contact Staffs contact re CSI CPC	ALL	

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