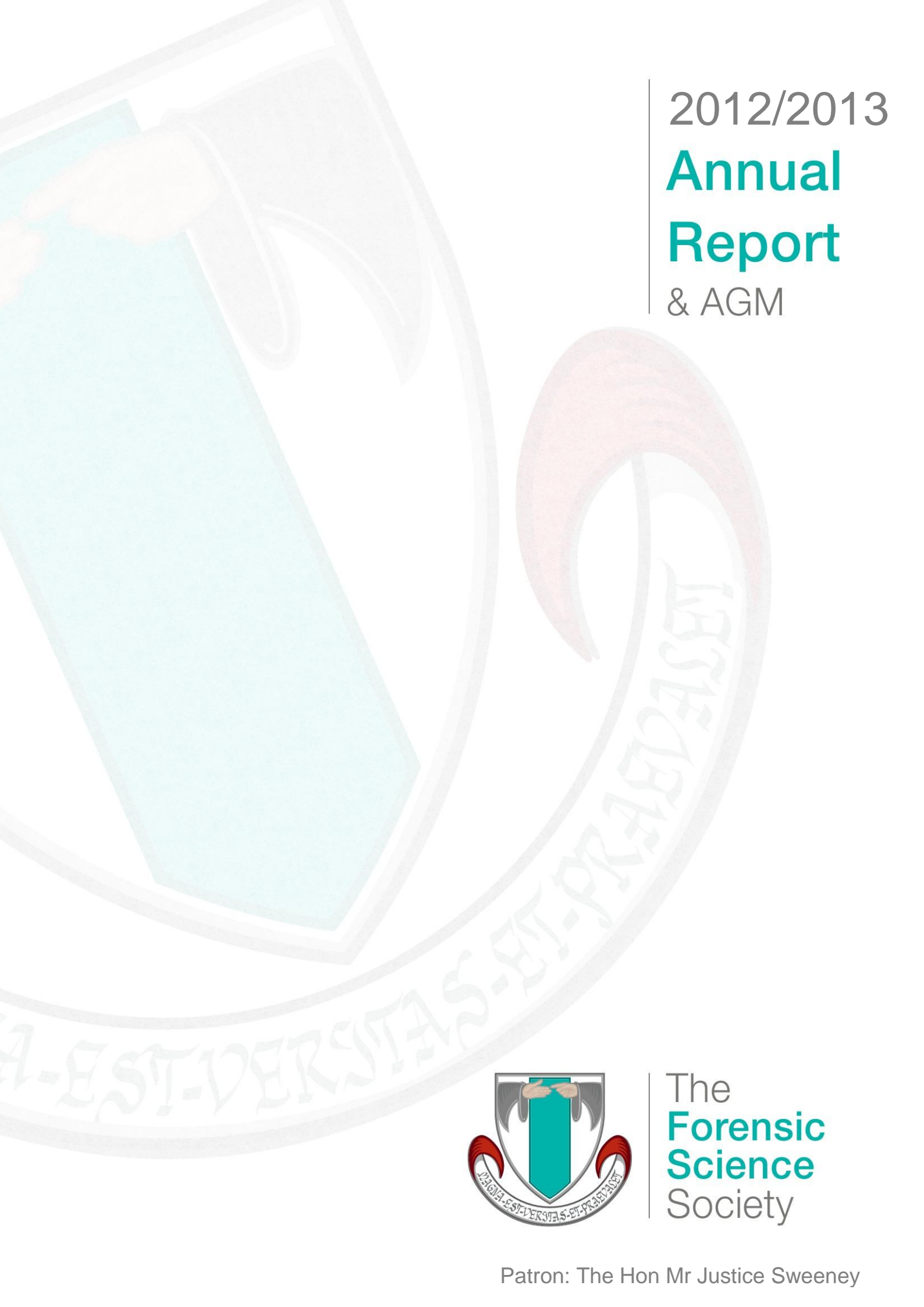


2012/2013

Annual Report

& AGM



The
**Forensic
Science**
Society

Patron: The Hon Mr Justice Sweeney

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The Forensic Science Society - Administrative Information

Patron: The Hon. Mr Justice Sweeney

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 R Green
Honorary Treasurer:	Dr A Hunt
Chair of Standards	Mr BWJ Rankin (co-opted 1 April 2012-1 November 2012)
Ordinary Member:	Mr N Hodge (replaced by Dr B Daniel October 2012)
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

INDEPENDENT EXAMINER

Andrew Beckett FCA, Fellow of the Institute of Chartered Accountants in England and Wales
c/o Becketts, Unit 1 Waterside, Old Boston Road, Wetherby LS22 5NB

BANKERS

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

INVESTMENT MANAGERS

Cheviot Asset Management Limited, 5 St Paul's Square, Liverpool, L3 9SJ

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
	Qualifications & Awards Sub-Committee (QC)	Mr M Cloonan (April 2012-November 2012) Mr C Ratcliff (November 2012-March 2013)
	Diploma Managers:	
	Crime Scene:	Ms A Fitzpatrick
	Document Examination:	Mr M Allen
	Identity Documents:	Mr M Allen
	Firearms:	Ms A Walters
	Fire Investigation:	Dr N Carey
(3)	Finance Committee (FIN)	Dr A Hunt
(4)	Membership & Ethics Committee (MEC)	Mr C Sutherland
(5)	Conferences Committee (CC)	Mr D Phillips
(6)	Publications Committee (PC)	Dr L Barron

Report of Council 31 March 2013

Council presents its report along with the financial statements of the Society for the year ended 31 March 2013.

Introduction by the President

This past year has been a mix of experiences. In March 2012 we saw the final stage in the winding down of the Forensic Science Service (FSS) as the doors closed for the last time on what had been a world leader in forensic science provision and research. Staff dispersed to private companies, to police laboratories, to universities and into small businesses, as well as to completely different ventures and directions in life. We have offered support in a variety of ways. Our bespoke professional indemnity insurance for those setting up their own businesses has been viewed as a real benefit and our provision of a natural home through which links could be maintained and a sense of belonging achieved has been valuable for many during this life-changing event. Your views about the closure of the FSS and its aftermath were made known to the Select Committee through The Forensic Science Society Submissions.

Turning to one of the delights of 2012, Sir Nigel Sweeney, as you know, agreed to become the Society's first Patron. This is something which brought considerable interest and we very much hope that Sir Nigel's presence will help to cement the Society's position as a major player in the recognition of accredited experts by the legal fraternity and the courts. We were also delighted to welcome Professor David Croisdale-Appleby, OBE, JP, Chairman of Skills for Care and Chairman of the CRFP, as speaker at the Awards Dinner.

Following Professor Bernard Silverman's recommendation resulting from the inquiry into research and development in Forensic Science, our Autumn conference in Warwick piloted a programme entitled Forensic Horizons. Over these two days the Society ran a number of parallel sessions and

workshops as well as presentations delivered by many distinguished speakers. This format will be repeated in Autumn 2013 when the conference will be run jointly with the Californian Association of Criminalists and will offer papers including biometrics, fingerprints and others.

Research and development continues to be high on the Society's list of priorities and our facilitation and support for this agenda is now gaining ground. We attended the Westminster Forum on Research and Innovation in the UK and held our third Education and Industry Forum in November at the Home Office. The Special Interest Group in Forensic Science that I referred to last year is now well established.

In keeping with our strategic aims we have attempted to maintain the Society's presence at relevant police and government conferences. To this end we have attended conferences on Police Leadership and Standards with a view to exploring collaboration between ourselves and the new College of Policing, we have met with representatives of ACPO and we were present at the Science and Technology conference on STEM subjects in Higher Education.

One day meetings continue to be popular and over the year we have covered cognitive bias, expert evidence and the law in Scotland and trace evidence for the student conference. In addition, the Society has supported an anti-contamination best practice workshop and there have been workshops on evidence interpretation and competence in firearms examination. At the AGM the motion to submit an application to the Privy Council for a Royal Charter was unanimously passed and we have submitted further papers and are waiting for a decision.

Over the coming year we will continue to pursue collaboration with other bodies, including overseas organisations, as we develop our qualifications agenda and support on-going professional development and up-to-date competent practice for our members. We

look forward to working with you and to taking the Society forward in these endeavours.



Dr Ann Priston, OBE, JP
President, The 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:

Most Meritorious Student on an Accredited Undergraduate Forensic Course

The winner was **Siobhan Taylor** from the University of the West of England.

Most Meritorious Student on a Postgraduate Forensic Course - sponsored by Wiley-Blackwell
The winner was **Weng Tong Lei** from University of Strathclyde.

PW Allen Award 2012 –for the best paper published in Science & Justice

“The persistence of fibres on skin in an outdoor deposition crime scene scenario”

by **Ray Palmer**, co-author G Polwarth, Science & Justice 2011:51/4, 187-189 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 **Samuel Cadd** from Teesside University for his research “An Investigation into the Chemical Composition of Fingerprints”.

Postgraduate Diploma Awards

Crime Scene Investigation: Zoe Parnell, Rebecca Henderson, Matthew Toone, Lucy Steele.

Firearms: Seamus O’Donnell, Louise O’Loughlin. David O’Leary.

Identity Documents: David Wall, Lee Alstin, Neil Jarvis, Jeni Brown, Joanne Bruce, Karen Higham, Stuart Kelly, Charles Miller, Tracey Saunders, Deborah Cullen, Francis McCoy, Kenneth Stiles.

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

The award went to **David O’Leary**, Firearms Diploma, **Garda, Ireland.**

University Accreditation & Recognition Scheme

Universities which received Accreditation of their courses during 2012/2013 were:

London South Bank University

Universities which received Recognition of their courses during 2012/2013 were:

University of Kent at Canterbury

Keele University

Special Awards

Special contribution to the Society

Nigel Hodge and Colin Ratcliff each received awards in recognition of their special contributions to the Society.

Jennifer Jackson received an award in recognition of her special contribution, as AGM minute taker for the last 3 years, to the Society.

Committee Reports

Standards Committee

In the last annual report the Standards Committee had been restructured to cover the Higher Accreditation scheme, Continual Professional Development/Competency, Professional Diplomas and Awards. This structure has been maintained and the committee has met twice during the year. It has fulfilled its remit to oversee the strategic direction of the subcommittees and awards which are progressing well.

At the last AGM there was a motion, which was passed, to create a Society Officer position for the Chair of Standards and I hope that this position will be filled to carry on with this critical area. Critical because quality standards have never been so important across the investigative process from education to investigation, from organisation to individual and from the scene to the court.

The Quality Assurance Agency (QAA) benchmark statement was issued at the end of 2012 and it is expected to see the statement implemented within higher education from the next academic year. This is an important milestone for two reasons. Firstly it sets forensic science as a subject in its own right and recognises unique areas and the strong links to other subject benchmarks such as chemistry, biology etc. Secondly, because the Society component standards are at the core of the scientific subject.

It was further gratifying to see the House of Lords Select committee report, (2nd Report of Session 2012–13) Higher Education in Science, Technology, Engineering and Mathematics (STEM) comment on the importance of

accreditation saying (para 166) “We therefore welcome the fact that the Forensic Science Society has a programme of accreditation of forensic science courses, currently accrediting courses in 23 HEIs out of 51 HEIs that offer courses in that subject.”... Further...

(para 169) “Given the limitations on the role of QAA plays in sign posting high quality provision, we believe that accreditation of courses by professional bodies would be a sensible way forward”...

In connection with the professional diplomas we are very grateful to Mick Cloonan for managing the subcommittee and we welcome back Colin Ratcliff as Chair to carry on the excellent work which Mick was doing. Colin has continued to seek opportunities to further develop the diplomas, which as a postgraduate award must be viewed as an important qualification for practitioners.

The CPD/CPC subcommittee has continued its important work of overseeing short course approval and the development of individual competency. This committee continues its drive to further develop competency but it is very resource intensive.

I would like to take this opportunity to thank each of the Members of the Quality Standards Committee for their continual dedication and time during the year and the headquarters staff who have the difficult job of ensuring we all carry out our actions and keep all our paperwork up to date.

The sub committees are supported by a large group of assessors and examiners who are passionate about professional standards and we are indebted to them for their continual support. The recruitment of the right assessor is really important and the selection criteria used includes individual reputation, expertise and dedication. Over the coming year we will see our recruitment process enhanced to become more transparent, formal and open to all.

So, overall it has been a good year and I thank the various Chairs and staff for their continued support.

Mr Brian Rankin
Chair of Standards Committee

Accreditation

Let me start with a personal comment. It's a pleasure to work with such a dedicated team comprising the Accreditation subcommittee, assessors and office staff. What a dedicated and passionate group of people they are, with the desire to ensure The Society is setting, maintaining and developing quality standards within the educational arena. They are really fantastic to work with and they work as an open and honest team with pride and integrity. During the year we have maintained the accreditation cycle for the accredited universities, developed two new component standards in forensic anthropology and forensic archaeology and developed a growth strategy which I am sure we will see emerging over the next couple of years.

In addition, after much discussion we decided to introduce a Recognition scheme for those educational establishments which had less than full degrees at undergraduate and Masters level in forensic science. This has already been awarded to a number of institutions.

We held the customary assessor training day, which this year followed the new component standards assessor training day.

We continue to run the interpretation and evaluation workshops and this has developed into a second day covering statement writing. We are very grateful to Pete Smith for running these courses for us. The interpretation, evaluation and presentation of evidence is at the core of our work and supporting higher education institutions and early years reporting officers in this way is not only necessary but hugely beneficial.

We also ran the annual Education and Industry Forum at the Home Office. This was well attended and again focused on R&D for the second year. There will be a change in theme for 2013 but still linking industry and education.

Finally it was a warm welcome back to Katharine Mitchell, following maternity leave. Katharine works three days a week and carries out the administration exceptionally well ensuring all the committee members and assessors know what they should be doing and when - a big thank you.

Mr Brian Rankin
Chair of Accreditation Subcommittee

Continuing Professional Development (CPC) and Certificate of Professional Competence (CPC)

The Society continues to approve CPD events from a variety of providers. Currently, there are 42 such events listed on the website (a 45% increase on last year). These offer training in 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.

The Society continues to offer its Certificate of Competence. This is designed to be of particular interest to SME's and Sole Traders who do not yet have formal accreditation to the appropriate ISO standards. However, it is also of value to practitioners working within larger organisations who wish to have independent verification of their individual competence. The assessment of competence by this means is a direct route to AcFP status, provided that other criteria are also met.

Please see the Society's website for full details of the:

- approved CPD events that are available and the approval process for such events;
- Certificate of Competence
- benefits of the AcFP grade of membership and how it may be attained.

Dr Andrew Jackson
Chair of CPD/CPC Subcommittee

Qualifications and Awards

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 at 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, staff and Council of The Forensic Science Society are very grateful for all of the hard work and commitment shown by its assessors and Diploma Managers for their time and commitment without which the examinations and renewals of the diplomas would not be possible.

This was a successful year for diploma awards with 15 out of the 19 awarded being at distinction level, a credit to the standard of those taking the examinations

The full results are as follows:

- Crime Scene Investigation** 4 passes
1 with merit
- Fire Investigation**
No candidates this year
- Firearms Examination** 3 passes
All with distinction
- Identity Documents Examination** 12 passes
10 with distinction, 2 with merit
- Documents Examination**
No candidates this year

Colin Ratcliff
Chair of Qualifications Subcommittee

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), Robert Green (Hon Secretary) 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 2012/2013 are shown below alongside previous years' figures.

	2010/2011	2011/2012	2012/2013
Honorary Fellow	17	15	14
Fellow	56	59	63
Accredited Forensic Practitioner	0	0	3
Member (Professional)	326	532	590
Associate	0	3	31
Affiliate	791	661	521
Student	190	141	134
e-student	0	73	181
Retired Fellow	9	12	12
Retired Member (Professional)	10	12	13
Retired Affiliate	64	63	60
California Associate of Criminalists	42	30	29
Total	1505	1601	1651

Applications Received				
	2009/2010	2010/2011	2011/2012	2012/2013
e-student			71	198
Student	140	151	97	102
Affiliate	60	66	28	22
Associate			3	18
Member	73	75	78	143
Fellow	3	5	2	3
Accredited			3	0
Total	276	297	282	486

The financial climate over the last few years has presented a challenge for many organisations and in terms of yearly membership we have an increase of 50. However, applications to join the Society show a notable increase of 204 with 143 being 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 Continuing Professional Development scheme plays not only an important role in promoting up-to-date and competent forensic practice but has helped to attract new members at Professional level.

E-student membership has been successful, most notably at Greenwich University, where they now provide, at no cost to their Forensic Science Students, membership of the Society during their period of study. We hope that this is a policy our accredited and other universities will follow as it brings exposure to the benefits of The Forensic Science Society as their professional body from registration through to graduation and beyond.

Successful graduation can now lead to Associate level of membership which carries the post-nominal AFSSoc. Associate member is available to those who, within the past two years, have graduated from a Forensic Science Society accredited degree programme, or other non-accredited forensic science degree which has been deemed acceptable by the Membership and Ethics Committee of the Society.

There have been no major 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

There have been a number of topical themed one day conferences during 2012-13, continuing the on-going strategy of shorter, more focussed one day meetings in addition to the larger Autumn / AGM conference.

Conferences during this period have reflected current concerns in the forensic science sector such as the role of subjectivity / influence within the interpretation of evidence and the integrity of scientific evidence (the latter meeting in collaboration with Principal Forensic Services). Both events allowed debate and discussion on the way forward within their respective themes.

The Forensic Science Service formally closed in March of 2012 and with it the end of public sector forensic science provision in England & Wales. This, coupled with the Home Office Silverman report from 2011 has meant a renewed focus on the continued importance of research and development within forensic science in the UK in the now largely private sector forensic provision of England & Wales (and continued public sector provision in Scotland and Northern Ireland).

A direct consequence of this change in the sector was reflected in the Autumn / AGM conference of 2012 which was held in collaboration with the Forensic Science Regulator at the University of Warwick on the topic of "Forensic Horizons: Promoting the Awareness of R & D Internationally". A number of concurrent events were held at the same time on topics such as Forensic Intelligence, Innovations in Forensic

Nanotechnology and the Inaugural Postgraduate Research Symposium.

The inclusion of speciality events within the conferences portfolio continued in 2012-13 with the very popular one day Firearms conference, held at the Royal Armouries in Leeds in June 2012. The delivery of the "Evaluation & Interpretation of Forensic Evidence" training workshop continued, this year in Harrogate in May and again in Warwick in November.

The annual student conference was held at the University of Glamorgan in December 2012. These student conferences continue to be held annually each December 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.

The Society held a successful conference in Edinburgh in March 2013 on the topic of "Expert Evidence & the Law: Developments & Challenges". This event gave an opportunity for representatives from the Scottish legal system, police and forensic science communities to discuss some very topical concerns of expert evidence in the court, particularly of interest in the light of the recently published Fingerprint Inquiry into the case of Shirley McKie. The discussions at this conference in particular are hoped to be part of a paper that will be presented to the Scottish Government on how expert evidence in Scottish courts can be addressed moving forward.

The Society has also ventured into new directions during 2012-13 with a "Fine Art Forensics" event in April 2013 in London. This is the first time that the Society has held an event on such a topic and it is hoped moving forward that other such "niche" topics can be catered for by conferences in addition to the more traditional forensic science specialities.

Darren J Phillips
Chair of Conferences Committee

**2012-2013 Conference Programme
(1 April 2012 until 31 March 2013)**

One Day Conference
The Park Inn Hotel, York
28 April 2012

Are you Open to Suggestion? The Role of
Subjectivity & Influence in Forensic Evaluation
Convenor: Nigel Hodge

**The Evaluation of Forensic Evidence Post RvT
Workshop**
Harrogate
16 May 2012

Felstead Training Ltd

Firearms Conference
The Royal Armouries, Leeds
8 June 2012

Time to Take Stock: A Trajectory for the Future
Convenors: Brian Rankin and Dave Pryor

Firearms Competency Meeting
Lancaster Hall Hotel, London
17 September 2012

Firearms - Continuing Competency
Convenors: Dr Carol Ostell and Brian Rankin

Contamination Workshop
The Royal York Hotel, York
21 September 2012

The Integrity of Scientific Evidence:
Understanding & minimising the risk of
contamination.
Principal Forensic Services Ltd

Research and Development Conference
University of Warwick
9 November 2012

Forensic Horizons: Promoting Awareness of
Research & Development Internationally
Convenor: Brian Rankin

Autumn Conference & AGM
University of Warwick
10 November 2012

Less is More: Innovations in Forensic Science
Nanotechnology
Convenor: Dr Anya Hunt

Forensic Intelligence
University of Warwick
10 November 2012

Convenor: Dr Carol Ostell

**Evaluation of Forensic Evidence Post RvT
Workshop**
University of Warwick
10 November 2012

Felstead Training Ltd

Inaugural Postgraduate Research Symposium
University of Warwick
10 November 2012

Less is More: Making the Most of Forensic
Science Postgraduate Research
Convenor: Dr Graham Williams

Education & Industry Forum
The Home Office, London
26 November 2012

Convenors: Dr Carol Ostell and Brian Rankin

Student Conference
University of Glamorgan
8 December 2012

Searching for Needles in Haystacks
Convenors: Dr Paul Jones & Dr Richard Paul

Expert Evidence Conference
Apex International Hotel, Edinburgh
20 March 2013

Expert Evidence & the law: developments &
challenges
Convenors: Professor Jim Fraser and
Mr Ian McKie

Publications Committee

Science & Justice

Four issues of the Journal were published during 2012. It was agreed to extend our publishing contract with Elsevier and the terms and conditions are being finalised. The rejection rate for submitted papers in 2012 was 58 %. The number of submissions in 2012 increased to 120 (from 83 in 2011). An average of 6,900 articles were downloaded per month from the Journal website. The impact factor recorded for the 2011 year was 1.597, a significant improvement on the previous year (0.966). 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.

Interfaces

The Forensic Science Society continues to publish its quarterly magazine Interfaces covering a wide variety of topics. This year we welcomed a new

sponsor to Interfaces and thank Foster & Freeman and the University of Liverpool for their continued support. Contributions are welcome from all and should be submitted to Tracey Kilvington, info@forensic-science-society.org.uk.

CSEye

A new publication is being explored which will focus on the crime scene. A working title of "CSeeye" has been proposed and work is underway to establish an editorial structure and plan forward.

Explosion Investigation, H J Yallop

This was first published in 1980 and over time the Society's stock has been exhausted. Recent demand has prompted the Society to commission a reprint and enabled the Society to fulfil a large international order.

Dr Leon Barron
Honorary Editor

Financial Review for the year 1 April 2012 to 31 March 2013

Given the backdrop of major changes within the forensic marketplace in 2011/12 it was difficult to forecast the Society's financial performance for this past year. A determination to keep costs under control while continuing to support the forensic community as much as possible was the Society's goal. This has been carried out to positive effect. Although income from charitable activities has suffered a slight reduction, the costs of generating this income together with reduced salary costs overall have compensated. In addition, donations to the Society have increased. This is support for which the Society is most grateful.

As a result the Society has a surplus in the year of £71,055 to add to the brought forward reserves of £647,447.

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.

During the year the trustees appointed new investment portfolio managers and instructed them to continue to adopt a cautious risk profile in order to protect the investments held. Investment income was lower than in previous years because of the requirement to convert the portfolio into cash to facilitate the transfer.

Reserves

The reserves of the Society are held in an unrestricted fund, which at 31 March 2013 amounted to £718,502. Of this £396,881 is represented by fixed assets. The balance of £321,621 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 7th October 2013 and signed on their behalf by:



Robert Green
Honorary Secretary

Independent examiner's report to the trustees of The Forensic Science Society

I report on the accounts of The Forensic Science Society for the year ended 31 March 2013, which are set out on pages 15 to 20.

Respective responsibilities of trustees and examiner

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed.

It is my responsibility to:

- examine the accounts under section 145 of the 2011 Act;
- to follow the procedures laid down in the general Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act; and
- to state whether particular matters have come to my attention.

Basis of independent examiner's report

My examination was carried out in accordance with the general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and consequently no opinion is given as to whether the accounts present a 'true and fair view' and the report is limited to those matters set out in the statement below.

Independent examiner's statement

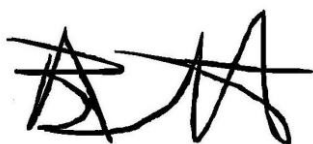
In connection with my examination, no matter has come to my attention:

(1) which gives me reasonable cause to believe that in any material respect the requirements:

- to keep accounting records in accordance with section 130 of the 2011 Act; and
- to prepare accounts which accord with the accounting records and comply with the accounting requirements of the 2011 Act

have not been met; or

(2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.



Andrew Beckett FCA

Fellow of the Institute of Chartered Accountants in England and Wales
c/o Becketts, Unit 1 Waterside, Old Boston Road, Wetherby LS22 5NB

3rd October 2013

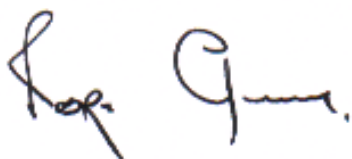
Statement of Financial Activities for the year ended 31 March 2013

	Notes	Unrestricted funds	
		2013	2012
		£	£
Incoming resources			
Incoming resources from generated funds:			
Voluntary income			
Donations	2	228,591	137,038
Investment income	3	1,952	4,007
Incoming resources from charitable activities	4	200,977	208,668
Total incoming resources		431,520	349,713
Resources expended			
Cost of generating funds:			
Cost of generating voluntary income	5	32,256	43,468
Investment management costs	6	1,031	668
Charitable activities	7	290,488	281,407
Governance costs	8	44,535	43,064
Total resources expended		368,310	368,627
Net incoming /(outgoing) resources		63,210	(18,914)
Other recognised gains and losses	12	7,845	(1,028)
Gains/(losses) on investment assets			
Net movement in fund for the year		71,055	(19,942)
Fund balance brought forward at 1 April		647,447	667,389
Fund balance carried forward at 31 March		718,502	647,447

Balance Sheet for the year ended 31 March 2013

	Notes	2013 £	2012 £
Fixed assets			
Tangible assets	11	396,881	402,813
Investments	12	143,801	135,228
		540,682	538,041
Current assets			
Debtors	13	70,994	48,391
Cash at bank and in hand		150,506	94,505
		<u>221,500</u>	<u>142,896</u>
Creditors: amounts falling due within one year			
	14	(43,680)	(33,490)
Net current assets		<u>177,820</u>	<u>109,406</u>
Net assets		<u>718,502</u>	<u>647,447</u>
Funds			
Unrestricted income fund		718,502	647,447
		<u>718,502</u>	<u>647,447</u>

Approved by the Council on 7th October 2013 and signed on its behalf by
Robert Green, Honorary Secretary



Robert Green
Honorary Secretary

Notes to the Financial Statements for the year ended 31 March 2013

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 the cost of the independent examination 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 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 2013

	2013 £	2012 £
2 Voluntary income - donations		
Annual subscriptions	119,308	121,847
Other donations	95,917	-
Refund of taxes	13,366	15,191
	<u>228,591</u>	<u>137,038</u>
Other donations includes CRFP residual funds and a legacy from a former member.		
3 Investment income		
Dividends and interest on listed investments	1,759	3,866
Interest on cash deposits	193	141
	<u>1,952</u>	<u>4,007</u>
4 Income from charitable activities		
Educational activities	153,667	166,265
Research and development	35,190	36,111
Other income	12,120	6,292
	<u>200,977</u>	<u>208,668</u>
5 Cost of generating voluntary income		
Support costs allocated (see note 9)	32,256	43,468
6 Investment management costs		
Investment management	1,031	688
7 Cost of charitable activities		
Educational activities*	227,658	219,671
Research and development*	45,257	44,560
Other income*	17,573	17,176
<i>* including allocated Support costs (Note 9)</i>	<u>290,488</u>	<u>281,407</u>
8 Governance costs		
Independent Examination/audit	1,500	2,975
Annual Report	280	340
Consultancy and other professional fees	11,364	3,857
Council and committee expenses	8,585	10,749
Trustees indemnity insurance	2,696	4,311
Support costs allocated (see note 9)	20,110	20,832
	<u>44,535</u>	<u>43,064</u>
9 Support costs		
Employment costs	159,445	170,447
Depreciation, repairs and maintenance	21,326	24,951
Other administration costs	51,451	38,930
	<u>232,222</u>	<u>234,328</u>

	2013 £	2012 £
Allocation of support costs (based on staff time and cost)		
Cost of generating voluntary income	32,256	43,468
Cost of charitable activities–Educational activities	142,607	133,286
Cost of charitable activities– Research and development	20,250	19,566
Cost of charitable activities–Other income	16,999	17,176
Governance costs	20,110	20,832
	<u>232,222</u>	<u>234,328</u>

10 Staff numbers and cost

Salaries	139,624	149,654
Social security costs	12,135	13,463
Pension costs	7,686	7,330
	<u>159,445</u>	<u>170,447</u>

Apportioned to activities on the basis of time and cost:

Cost of generating voluntary income	22,153	31,621
Cost of charitable activities	123,480	123,671
Governance costs	13,812	15,155
	<u>159,445</u>	<u>170,447</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	5.0
Governance costs	0.5	0.5
	<u>7.0</u>	<u>7.0</u>

No employee earned more than £60,000 per annum (2012: none)

11 Tangible fixed assets

	Freehold property £	Fixtures and equipment £	Total £
Cost			
At 1 April 2012	375,000	105,960	480,960
Additions	-	1,362	1,362
At 31 March 2013	<u>375,000</u>	<u>107,322</u>	<u>482,322</u>
Depreciation			
At 1 April 2012	-	78,147	78,147
Charge for the year	-	7,294	7,294
At 31 March 2013	<u>-</u>	<u>85,441</u>	<u>85,441</u>
Net book value			
At 31 March 2013	<u>375,000</u>	<u>21,881</u>	<u>396,881</u>
At 31 March 2012	<u>375,000</u>	<u>27,813</u>	<u>402,813</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 2013

	2013 £	2012 £
12 Investments		
Market value at 1 April 2012	135,228	133,078
Additions at cost, including income reinvested	728	3,178
Net investment gains/(losses)	7,845	(1,028)
Market value at 31 March 2013	<u>143,801</u>	<u>135,228</u>
Historical cost of investments held at 31 March	135,315	134,534
Investments are represented by:		
Fixed interest securities	36,563	-
Unit trusts and bonds	72,199	8,474
Cash deposit	35,039	126,754
	<u>143,801</u>	<u>135,228</u>
13 Debtors		
Trade debtors	48,679	14,793
Other debtors	13,199	15,080
Prepayments and accrued income	9,116	18,518
	<u>70,994</u>	<u>48,391</u>
14 Creditors: amounts falling due within one year		
Trade creditors	13,633	9,898
Income in advance	20,875	14,557
VAT payable/(receivable)	342	366
Other taxes and social security costs	3,118	3,498
Other creditors and accruals	5,712	5,171
	<u>43,680</u>	<u>33,490</u>

15 Trustees' expenses and remuneration

During the year Trustees received no remuneration (2012: £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 £6,096 (2012: £5,887).

Notice of the 54th Annual General Meeting

The Forensic Science Society

To be held on 8th November 2013

At

Mercure Manchester Piccadilly Hotel, Manchester

Commencing 12.30 pm

Agenda

- 1) Apologies
- 2) Minutes of 53rd 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
- 8) Any Other Business

Robert Green
Honorary Secretary, October 2013

THE FORENSIC SCIENCE SOCIETY

Minutes of the 53rd Annual General Meeting

10th November 2012, 12.20pm at
Warwick University

The meeting was opened at 12.33pm by Dr Ann Priston (AP) who thanked everyone for their attendance.

1 **Apologies** **ACTION**

Apologies had been received from a number of members and these were noted at the meeting.

2 **Minutes of the 52nd AGM**

The minutes of the previous AGM were confirmed as an accurate record.

3 **Matters arising**

There were no matters arising from the minutes of the previous meeting.

4 **Presentation of Annual Report and Financial Statements**

The Annual Report had been posted on-line.
There were no questions or comments arising.

5 **Election of Council Members**

There had been one nomination for the post of Honorary Secretary and that was for Mr Robert Green. Therefore, Mr Green was elected unopposed. Mr. Green had sent his apologies.

Dr Priston thanked Mr Callum Sutherland for his work in acting as Interim Honorary Secretary.

6 **Motions for Consideration**

6.1 **President Elect**

Motion to be considered: To ratify the continuation of the current President in post until such time as nominations are submitted for President in line with the Constitution.

The motion was proposed by Dr Anya Hunt and seconded by Mr Colin Ratcliff and was carried unanimously by a show of hands.

6.2 **Application for a Royal Charter**

Motion to be considered: Resolution in respect of application for a Royal Charter and acceptance of accompanying draft revised Charter and Bye Laws. (documents previously circulated).

Mr Callum Sutherland gave a brief overview of the resolution which was proposed by Dr Anya Hunt and seconded by Mr Brian Rankin. The motion was passed unanimously by a show of hands.

Mr Sutherland went on to thank Dr Carol Ostell for all her hard work on this.

There was a question from the floor from Professor Ron Denney in regards to the

Society post nominal's should the Charter be granted. Mr Denney enquired if the designation 'R' would be added to the post nominals. Dr Ann Priston answered that the granting of a Charter did not entitle an organisation to use the designation 'Royal', this required a separate application which the Society had decided not to pursue at present.

6.3 **Chair of Quality Standards**

Motion to be considered: To ratify the role of Chair of Standards becoming an officer position and renamed. First elections for the position will take place in 2013. The role to then be called Chair of Quality Standards.

The motion was proposed by Dr Anya Hunt and seconded by Dr Andrew Jackson and was carried unanimously by a show of hands.

Mr Sutherland thanked Mr Brian Rankin for his work in this role to date.

6.4 Motion to be considered: To ratify Dr Barbara Daniel replacing Nigel Hodge on Council for the remainder of his term in office.

Dr Priston explained that Mr Nigel Hodge had stepped down for Council due to work commitments.

The motion was proposed by Dr Andrew Jackson and seconded by Mr Colin Ratcliff and was carried unanimously by a show of hands.

7 **Any Other Business**

For noting * *E-membership – revision of membership delivery*

Mr Sutherland clarified the note regarding E-membership was in regards to the provision of electronic delivery of membership benefits particularly for overseas members who may choose to receive their benefits by electronic media only.

As there was no other business Dr Priston thanked everyone for attending.
The meeting closed at 12.40pm.



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

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