



Surrey Criminal Justice Partnership Constitution 2017

1. Purpose

1.1 Surrey Criminal Justice Partnership (SCJP) was established in 2003 to provide a structure for strategic leaders to meet, discuss and agree measures to improve the Criminal Justice System for the public.

1.2 SCJP is a Local Criminal Justice Board originally created following a government directive as a result of recommendations in the Auld Report.

1.3 The key purpose of the SCJP is to set the direction for the delivery of improvements through multi-agency consultation and working.

1.4 This Constitution sets out the terms of reference, governance and delivery framework for the SCJP. The annual priorities and activities will be detailed in a separate document - see SCJP Delivery Plan.

2. Terms of Reference

2.1 SCJP is a voluntary partnership. It is not governed by statute and is not an executive body. SCJP meetings are not open to the public but observers may be invited at the discretion of the Chairman.

2.2 Membership will be agreed by the partnership and is open to Chief Officers, Chief Executives, Police and Crime Commissioners and Deputies and senior managers of organisations who are involved or have an interest in the delivery of criminal justice in Surrey.

2.3 The partnership comprises statutory, voluntary and third sector organisations including commissioners and providers.

2.4 Board Members will represent their own organisation at strategic level and are responsible for championing SCJP business throughout their organisations.

2.5 SCJP will operate on information provided by member organisations. Information sharing is critical to the success of the partnership. Members will undertake to share relevant and appropriate information with each other.

2.6 SCJP will:

- **Identify priority areas of work through an annual Delivery Plan**
- **Identify areas of risk where a multi agency response is necessary**
- **Identify performance measures necessary to monitor progress**
- **Commit appropriate resources in support of partnership working**
- **Agree a delivery model and identify areas for collaboration**
- **Agree communications and information sharing guidance**
- **Respond to consultation requests where resources allow**
- **Provide reports from meetings with decisions taken**
- **Provide access to approved non-confidential documents on a public facing website**

3. Governance

3.1 Operating standards will be in keeping with Local Government Rules and the Nolan Principles of Standards in Public Life. See Appendix A

3.2 SCJP will maintain a risks and issues log and this will be made available for all members in advance of the quarterly meetings.

3.3 Progress Delivery Templates will monitor delivery of the priority work-streams as agreed in the SCJP Delivery Plan. Each priority will have an identified Senior Thematic Lead.

3.4 The Thematic Lead will be responsible for delivery of their section of the delivery plan and this will be monitored at the quarterly SCJP meetings.

3.5 A RAG (red, amber, green) status will be used to monitor progress of the activities.

3.6 Areas of concern from the activity plans and risk register will be brought to the attention of the partnership on an exception basis.

3.7 SCJP will identify performance measures to monitor progress of delivery. These measures will be used by the Delivery Group and monitored at SCJP meetings and will as far as possible use existing performance data and reports readily available to member organisations.

3.8 A high-level performance report will be made available at Board meetings.

3.9 Minutes and key consultation papers will be made available on the SCJP website. Brief notes and actions may be preferable to full minutes. This will be at the discretion of the chairmen.

3.10 Decisions will be recorded in the minutes or notes which will be produced within 10 working days of meetings. SCJP will seek to resolve differences constructively and reach consensus on decisions.

3.11 SCJP will operate on an understanding of mutual accountability where each member and each organisation hold equal status. The ethos of multi-agency co-operation is preserved in an environment of trust and openness.

3.12 Members have their own organisational lines of accountability which may be local, regional or national. Overall accountability will be to the public.

4. Membership and Chairman

4.1 The following organisations are members of the SCJP:

- **Surrey Police and Crime Commissioner**
- **Surrey Police**
- **National Probation Service**
- **The Kent, Surrey and Sussex Community Rehabilitation Company**
- **Her Majesty's Courts and Tribunals Service (HMCTS)**
- **Crown Prosecution Service (South East)**
- **Her Majesty's Prison Service (HMPS)**
- **HMP/YOI Bronzefield**

- **Surrey County Council/Youth Support Services**
- **Legal Aid Agency**
- **Victim Support**
- **NHS (England)**
- **Citizens Advice (Witness Service)**
- **Surrey Lieutenancy**
- **Public Health England**

4.2 Membership will be considered by the SCJP and decisions taken to add or remove members will be taken in open forum.

4.3 There will be no maximum time limit for membership with the exception of the role of Chairman and Vice Chairman.

4.4 SCJP will elect or re-elect a Chairman at least once every three years who will have key responsibility for marshalling the SCJP through inspirational leadership. The role of Chairman is a significant commitment in time and energy.

4.5 The Chairman will be responsible for developing effective relationships with key national, regional and local stakeholders, ensuring effective governance, performance and financial arrangements.

4.6 A Vice-Chairman will also be elected at least once every three years to deputise for the Chairman as necessary.

4.7 Each member organisation will have voting rights in respect of appointing the Chairman and Vice Chairman and also for agreeing new organisations to join the partnership, or, where necessary, to leave the partnership.

4.8 Appointments will be overseen by the Vice Chair with the exception of their own role which will be overseen by the Chair. Enquiries should be raised through the Business Manager.

4.9 The role of Chairman and Vice Chairman will be put to a vote where the current role-holder indicates an intention to stand down or when that person leaves their role or organisation.

4.10 The Business Manager will invite and record nominations from members who wish to express interest in the role of Chairman or Vice Chairman. In cases where there is more than one nomination the matter will be put to a vote in open forum. Members may nominate themselves. Where there is only one nomination members will be asked to approve the appointment and any dissent will be noted.

4.11 Voting on any matter will be on a **simple majority basis with the Chairman having a casting vote. (One organisation - One vote)** A quorum is achieved with a minimum of 9 members.

5. Delivery Structure

5.1 SCJP will identify its key priorities on an annual basis and will prepare an annual delivery plan based around those key priorities. The plan will take account of the Police and Crime Plan, national Criminal Justice Board action plan and other key organisational plans and will be owned and reviewed by the SCJP.

5.2 Activities with clear outcomes will be identified in support of each priority and grouped under the respective thematic headings. To provide direct accountability, Delivery Groups should be chaired by the Thematic Lead. Where this is not possible this function may be delegated to a senior manager.

5.3 SCJP and the Delivery Group will meet at least 4 times each year. New business agreed by the Board or proposed by Delivery Group will be added to the activity plans. Specific themes of work may be progressed by limited life task and finish groups reporting through the Delivery Group or directly to the Board.

5.4 A structure diagram will show governance and lines of accountability. Thematic Leads have responsibility and accountability for delivery of the work and success will depend on effective communications between chairmen through the structure diagram.

5.5 A communications strategy will be agreed that identifies the process for agreed joint statements to the media which will be separate from individual organisational statements.

5.6 Minutes and decisions from meetings will be approved by chairmen of groups and hosted on the SCJP website. Confidential aspects will not be made available to the public.

5.7 The delivery structure will be supported by information sharing between partners.

6. Finance and Administration.

6.1 SCJP will identify sufficient funds to enable effective delivery of the priorities with a Support Team. The Support Team is a joint team shared with the SCJB.

6.2 Financial contributions will be on a voluntary basis and will be aligned to the delivery planning cycle and need to be reviewed and agreed by February each year. Current expenditure is outlined in the financial accounts of the SCJP.

6.3 The Support Team will:

- Manage the work of the SCJP to maintain an effective partnership.
- Assist the Chairman and Vice-Chairman with the preparation of delivery plans and agendas for meetings.
- Provide support, guidance and links between SCJP, Delivery Groups and specific themed meetings.
- Plan, organise and produce minutes and actions in respect of meetings attended. Minutes or notes to be circulated within 10 working days of each meeting.
- Provide a central point of contact for communications, managing correspondence, website and the SCJP library, and providing a signposting function to direct enquiries to the right place.
- Attend key national and regional meetings with or on behalf of SCJP Members.
- Develop effective partnership links with key stakeholders.
- Manage the SCJP finances.

6.4 Sussex Police provide financial, HR and administrative oversight of the team through the Head of Criminal Justice with separate accounting between the two partnerships.

6.5 Accommodation for the Support Team is provided by Sussex Police at Chichester Police Station with additional hot-desk facilities being provided by Surrey Police at Guildford Police Station and HMCTS at Lewes Crown Court. Other partners provide accommodation for additional meetings. This is not charged to the SCJP.

6.6 Support Team members may adopt flexible working practices and can work from other parts of the CJS estate where access is provided. The team is also enabled for home-working.

B. R. TIPPEN
SSCJP Business Manager
May 2017

Appendix A - Seven Principles of Standards in Public Life called the 'Nolan Principles'. These are:

- **selflessness:** holders of public office should take decisions solely in terms of the public interest. They should not do so in order to gain financial or other material benefits for themselves, their family, or other friends;
- **integrity:** holders of public office should not place themselves under any financial or other obligation to outside individuals or organisations that might influence them in the performance of their official duties;
- **objectivity:** in carrying out public business, including making public appointments, awarding contracts, or recommending individuals for rewards and benefits, holders of public office should make choices on merit;
- **accountability:** holders of public office are accountable for their decisions and actions to the public and must submit themselves to whatever scrutiny is appropriate to their office;
- **openness:** holders of public office should be as open as possible about all the decisions and actions that they take. They should give reasons for their decisions and restrict information only when the wider public interest clearly demands;
- **honesty:** holders of public office have a duty to declare any private interests relating to their public duties and to take steps to resolve any conflicts arising in a way that protects the public interest; and
- **leadership:** holders of public office should promote and support these principles by leadership and example.