

Surrey and Sussex Criminal Justice Partnership Meeting Minutes – Collaborative Session

10:10 -12:55hrs, Wednesday 5th September 2018

Sackville House, Lewes BN7 2FZ

1. Welcome and Apologies – David Munro

David Munro (Chairman)	Surrey Police and Crime Commissioner	DM
Jaswant Narwal	Chief Crown Prosecutor – CPS (Vice Chairman)	JN
Mark Streater	Office of the Sussex Police and Crime Commissioner	MSt
Sara Jones	Office of the Sussex Police and Crime Commissioner	SJo
Damian Markland	Office of the Surrey Police and Crime Commissioner	DMar
Clive Davies	Surrey Police	CD
Tony Grant	Surrey Police	TG
Rob Harris	Surrey Police	RH
Pete Fulton	Surrey Police	PF
Cynthia Allen	KSS CRC	CA
Sam Newbould	KSS CRC	SNe
Mark Burden	HM Prison and Probation Service	MB
Simon Nelson	Sussex Police	SN
Carwyn Hughes	Sussex Police	CH
Jason Taylor	Sussex Police	JT
Adele Tucknott	Sussex Police	AT
Christopher Varrall	Sussex Police	CV
Dave Manning	HM Courts & Tribunals Service	DMa
Maralyn Smith	Victim Support	MS
Emily King	West Sussex County Council	EK
Jo Player	Brighton & Hove City Council	JP
Tania Riedel	Sussex YOS	TR
Craig Wilson	HMP Bronzefield	CW
Rob McCauley	Legal Aid Agency	RM
Sam Sanderson	Women in CJS – Project Manager	SS
Bruce Tippen	SSCJP Business Manager	BT
Lindsey Parris	SSCJP	LP

Apologies received from:

<i>Katy Bourne</i>	<i>Sussex Police and Crime Commissioner (Chairman)</i>	<i>KB</i>
<i>Alison Bolton</i>	<i>Office of the Surrey Police and Crime Commissioner</i>	<i>AB</i>
<i>Suki Binning</i>	<i>Seetec Group – Kent, Surrey & Sussex CRC</i>	<i>SB</i>
<i>Debbie Cropanese</i>	<i>HM Courts and Tribunals Service</i>	<i>DC</i>
<i>Sam Goolding</i>	<i>Surrey Police</i>	<i>SG</i>
<i>Nick May</i>	<i>Sussex Police</i>	<i>NM</i>
<i>Jayne Dando</i>	<i>Sussex Police</i>	<i>JD</i>
<i>Nick Pascoe</i>	<i>HM Prison and Probation Service</i>	<i>NP</i>
<i>Wendy Tattersall</i>	<i>Public Health England</i>	<i>WT</i>
<i>Anne Elgeti</i>	<i>NHS England</i>	<i>AE</i>
<i>Helen Harrison</i>	<i>Surrey County Council</i>	<i>HH</i>
<i>Mike Blower</i>	<i>Surrey County Council</i>	<i>MB</i>
<i>Rebecca Hills</i>	<i>Sussex Partnership NHS Foundation Trust</i>	<i>RH</i>
<i>Susanne Jarman</i>	<i>Citizens Advice – Witness Service</i>	<i>SJ</i>
<i>Justine Armstrong-Smith</i>	<i>East Sussex County Council</i>	<i>JAS</i>
<i>Ian Whiteside</i>	<i>HMP Bronzefield</i>	<i>IW</i>
<i>Vicky Robinson</i>	<i>HMP Bronzefield</i>	<i>VR</i>
<i>Rodney Warren</i>	<i>Warrens Solicitors</i>	<i>RW</i>
<i>Samantha Allen</i>	<i>Sussex Partnership NHS Foundation Trust</i>	<i>SA</i>

Sally Varah
Nev Kemp
Jane Macdougall
Andrea Saunders

Deputy Lord Lieutenant – Surrey
Surrey Police
WMC Legal LLP
HM Prison and Probation Service

SV
NK
JM
AS

DM welcomed members to the collaborative session and noted it would be Jaswant Narwals' last SSCJP meeting as she would be taking up the position of Chief Crown Prosecutor for the Thames and Chiltern area. On behalf of the members DM thanked JN for her valued contribution and input in her role as Vice Chairman of both the SCJB and SCJP.

Declarations of Interest:

Declaration of interest received from Maralyn Smith – Victim Support.

2. Minutes and Rolling Action Log from previous meeting 6th June 2018

The minutes from the previous meeting were agreed as an accurate record.

DM thanked LP for preparing accurate minutes.

The Action Log (separate document) was discussed and updated.

3. Performance Overview

BT referred to the high level performance graphs and reported there had been improvements with Crown Court and RASSO Conviction Rates on both sides with no performance data outside the upper or lower control limits which was good news.

BT referenced our timeliness data being poorer than national averages which may be something for the Boards to consider at a later stage but it is on the agenda for the Core Performance Group.

MSt reported he was encouraged to see the RASSO conviction rates were improving and asked if any trends had been identified.

CH reported there continues to be a sustained focus on RASSO cases and the increase and improvement in use of body worn video has also assisted in building robust RASSO files.

JN confirmed case file quality still remains a concern but there continue to be good collaborative working with police colleagues. The number of returns submitted by CPS will affect the case file quality performance figures.

JN added case file quality will impact on Transforming Summary Justice and urged for focus in this area of business and ensure robust processes and procedures are in place.

CD reported Surrey Police are reviewing case file quality issues during their PTPM meetings. Data is being broken down into divisional, supervisor and individual level so any lessons learnt can be dealt with at the appropriate level.

TG confirmed the case file quality figures can be volatile as the figures are based on the number of returns received from CPS. TG added it is essential the police receive consistent feedback and returns from CPS. **Noted**

Members agreed the way performance figures are now presented clearly show early signs of any issues the SSCJP should be concerned about going forward.

BT reported the SSCJP Support Team had prepared performance graphs showing reducing re-offending trends (10 years) using data providing by MoJ for information only.

BT noted the adult reducing re-offending rate for Brighton and Hove had been increasing over the last 5 years which is a concern when compared to the rest of Surrey and Sussex.

TR reported re-offending cohorts had recently changed and more difficult and complex offences are now being seen in the city.

TR added the Youth Offending Service count their youth re-offending figures in a different way to the MoJ. Youth cohorts are reducing but this can lead to an increase in re-offending rates due to complex needs and issues of the small number of youths within the cohort.

EK noted that sharing of relevant CJ related data would be very useful with community safety partners and asked if any of the KPI data is available at Local Authority area level.

BT responded that current data received is mainly at Surrey/Sussex level for the CJ partnerships and may be shared within the CSPs with the caveat that anything that has not been through a MOJ clearing house should not be shared more widely without the permission of the partner e.g. court data.

To request and produce the data at more local levels in this form would require additional resource time. BT will liaise further with EK.

Action: BT to liaise with EK regarding CJ data.

4. Reducing Re-Offending

BT reported the overall strategy included:

- **Successful Prosecutions**
Upholding the Law
Punishing the Guilty
TSJ and Disclosure
Formal Justice
- **Improved Out of Court Disposals**
Streamlining the Process
Re-designing the Outcomes
- **Diversion and Rehabilitation**
Community Outcomes
Community Sentencing
Through the Gate

SSCJP Activities for 2018 -2020 include:

- Women's Justice Interventions
- Checkpoint
- Health and Mental Health
- Accommodation
- Community Penalties
- High Risk Offenders
- Young Offenders

Backdrop

- Re-Offending Rates
- National Contracts
- National and Local Strategies
- Commissioning Arrangements
- Partnerships

BT reported in terms of progress against activities most of the activities are led through the Reducing Re-Offending Groups where partners are able to share information, identify gaps in provision and recommend areas for improvement. The presentations that follow will highlight areas of activity and barriers.

High Risk Offenders – Pete Fulton

PF gave an overview of the High Harm Perpetrator Unit (HHPU) which is currently being piloted in north division. Currently Sex Offending is managed by VISOR teams and Child Exploitation managed by IOM teams. The HHP unit consists of teams dealing with a mixture of IOM and VISOR offenders. An algorithm has been written to produce a score on high harm. Threat, harm and risk scores are also used as another measure which will be prioritised by the teams. The algorithm is run every 2 weeks for all perpetrators in the cohort and a top 100 report is produced and scrutinised by the teams.

Multi agency meetings including representatives from CRC, NPS and MAPPA are scheduled to enable teams to come together and discuss any areas of concern in more detail.

Youths, males and females are all included in the cohorts.

PF reported the presentation had recently been shown at the national IOM conference and it had generated a lot of interest from other police forces. Feedback following the national IOM conference is still awaited. Michelle Skeer – Cumbria Police Chief Constable was also very impressed with the product.

CH asked if the algorithm would pick up organised crime groups.

PF reported offender managers would be reviewing these group types whilst using their professional judgement at all times.

CH asked when the algorithm carries out a sweep of Niche does it sweep the crime recording or intelligence part of the application.

PF reported the algorithm sweeps the crime recording part of the application and professional judgement is used for the intelligence aspect.

MSt asked if the algorithm was bespoke to Surrey Police.

PF reported the algorithm was not bespoke to Surrey and approximately 20 police forces are coming to Surrey to review the product.

Surrey Checkpoint – Clive Davies

CD reported Surrey and Sussex have been meeting regularly at Inspector level and have discussed and agreed joint changes on Niche for eligibility criteria and offences to be included within the Checkpoint initiative. Following the last SSCJP Surrey Police and senior CPS colleagues have discussed Checkpoint and confirmed deferred prosecution through Community Resolution does not need DDP approval. The force training will begin with Custody in November and December with a rollout to APT, CID and other departments starting in January 2018 and running on to September 2019. The Women's Justice Intervention scheme will go live in East Surrey on 1st October 2018. Changes to Niche and SafetyNet and Offender Pays programmes are on track. Surrey Police are also applying to be a pilot force for non-admissions (Lammy).

CD highlighted one area of concern/risk is Surrey's scheme is based on Surrey Family Services (SFS) being able to take the majority of Youth Restorative Intervention cases to free up Surrey Police Officers but due to Surrey County Council's budget and staffing issues SFS are unable to take on more cases at this stage. Ben Byrne has left Surrey County Council and Mike Blower was not present to comment on this issue. Risk noted by SCJP.

RH raised concern regarding the 2 tier training approach across the force and asked how Surrey Police would mitigate against offenders being treated differently across the force.

CD confirmed dip checks would be carried out on a regular basis.

Young Offenders – Tania Riedel

TR reported she would be presenting a joint Surrey and Sussex update.

In Surrey the increasing challenge is reducing the re-offending of a small complex group of young people for whom a restorative diversion has not been enough and they end up on court orders. Whilst the re-offending rate has come down for this group in Surrey in the past 12-months they recognise the constant need to work in close partnership with other services/professionals to try and make a real difference for those children that may have experienced or be experiencing a combination of significant trauma, poor educational experiences and learning difficulties, mental health issues etc. More than ever this group of children need our collective focus and championing.

Surrey are also looking to work with care leavers and children in the family home. Should an incident occur in the family home the child would be taken to alternative overnight accommodation rather than being taken into custody.

CD confirmed processes are already in place to take a child into alternative overnight accommodation should an incident occur in the family home.

TR reported Brighton & Hove Youth Offending Service (YOS) now has a new diversion panel and an assessment tool has also been developed. The YOS is now fully staffed.

East Sussex YOS have set up a virtual diversion panel which is due to go live later in September 2018 but due to structural changes within the YOS the go live date has been delayed until the new year.

West Sussex YOS have also carried out a restructure and they are ready to recruit but due to a recruitment freeze by West Sussex County Council recruitment remains on hold.

TR reported it is important to meet the needs of complex, vulnerable and high risk young people and develop services in a more informed way. Training is being carried out in East Sussex and Brighton & Hove.

JN asked if any prosecutors sit on the youth panels to check and measure what is being diverted out of the criminal justice system. JN to pass on contact details of CPS youth justice lead to TR.

Action: JN to pass on contact details of CPS youth justice lead to TR.

Female Offenders – Sam Sanderson

SS reported since the start of Women's Step to Change project the referral rate has doubled from that of the previous initiative. The project remains on track and SS has been linking in with police, IOM and court teams. Feedback on progress will be presented at a future SSCJP meeting.

SN reported he was encouraged to see the number of interventions being offered across Sussex. SN added an interim evaluation of the project is due in December with a full evaluation expected in due course.

JN asked where interventions have proved to be unsuccessful should some thought be given to possible prosecution.

SN reported the OIC should be checking this information via PNC/PND.

Action: SN to liaise and discuss with CPS colleagues at regional PTPM meetings.

SS requested colleagues promote this project via their own newsletters and communication teams.

Action: SS to liaise with Sussex PCC communication team to promote the Women's Steps to Change project.

Community Sentences/Through the Gate – Sam Newbould/Cynthia Allen

SNe reported KSS CRC reducing re-offending figures mirror those provided by MoJ.

In terms of successful completion of community sentences the trend analysis shows a 6.1% increase in Surrey and 3.2% increase in Sussex between Apr 17 – Jul 18.

Community Sentences and Interventions include:

- Women's Strategy partnering with Support Centre Surrey (Women in Prison) in Surrey and Brighton Women's Centre in Sussex
- Intensive community sentences as an alternative to custody
- Full suite of evidence based accredited programmes
- New Interventions developed – Stalking programmes to include obsessive and compulsive behaviours programme and recall and interventions
- Partnership with police embedding new operating models for IOM
- Development of the Community Payback offer to increase women's placements and increase education and training outcomes.

CA reported Sentencer confidence has been affected by Transforming Rehabilitation – second generation contracts and reassurance needs to be given to the courts.

CA confirmed that KSSCRC policy is face-to-face rather than telephone supervision.

A more traditional Probation model will be adopted if KSS CRC are successful and are re-contracted.

CA added the local picture includes:

- Sentencer liaison arrangements and planned developments
- New excellence and effective division to establish evidence base and learning
- Research Unit
- Quality Assurance activity
- MYSis to evaluate interventions against reoffending
- Delivery Forum with Probation

CA noted KSS CRC had seen an increase in the number of community sentence breaches.

JT raised concern regarding the demand on police resources if the number of breaches are increasing.

This point was acknowledged by CA who noted that the intention is to provide improved support to avoid breaches.

SN reported in terms of continuity of service on release current plans include:

- Localised initiatives to improve continuity of service relating to social care, mental health and employment
- Accommodation brokerage services in prisons and partnership working with local authorities and Surrey PCC to improve accommodation availability
- Discussions with HMPPS to develop the scope of Through the Gate (TTG) delivery in supporting continuity of health care
- New specification for TTG to be mobilised from April 2019 with partnership engagement planned through the mobilisation period
- Clearer role for the CRC to deliver the coordination of health outcomes in partnership with other commissioned services.

SN reported operationally this will be supported by the mobilisation of a revised TTG offering.

Accommodation – Damian Markland

DMar updated members on accommodation and homelessness support commissioned by the Office of the Surrey Police and Crime Commissioner.

Amber Foundation:

A charity providing intensive support for homeless and unemployed young people aged between 17 and 30. The Surrey PCC commissions 3 beds with priority given to IOM cohort where they meet the admissions criteria.

Transform Housing:

A charity offering a secure and supportive environment to ex-offenders. The existing provision is 25 bed spaces in 7 shared properties across Surrey. The Surrey PCC has commissioned a further 8 bed spaces in 2 new properties with priority given to IOM cohort where they meet the admissions criteria.

Forward Trust:

The Forward Trust deliver drug and alcohol programmes in Surrey prisons. The Surrey PCC is commissioning them to team up with Vision Housing to deliver a Through the Gate service and find clients housing in the private rented sector.

York Road Project:

York Road Project provides emergency and longer term accommodation for those experiencing homelessness. The Surrey PCC co-commissions their outreach service offering proactive and responsive support to individuals facing homelessness or rough sleeping in Woking and Waverley Boroughs.

Elmbridge Rentstart:

Elmbridge Rentstart are a charity helping people in Elmbridge or Runnymede who are homeless or sofa-surfing. The Surrey PCC co-commissions their outreach service offering proactive and responsive support to individuals facing homelessness or rough sleeping.

Citizens Advice Court Service

Citizens Advice run a court help desk at Guildford County Court to assist those who are at risk of losing their homes due to possession proceedings. The Surrey PCC co-commissions this service.

Accommodation – Mark Burden

MB outlined the barriers regarding the initiative at Ford Prison where offenders utilise their skills and training to renovate properties in West Sussex for transition post-release. The West Sussex HMPPS initiative is in need of support through housing providers to identify suitable properties.

MB added barriers remain in identifying potential property known to councils and support in establishing networks and contacts with potentially suitable registered social landlords and voluntary agencies. Individual agencies do not have the resources or the skills in this area to be able to move this initiative forward and MB is seeking assistance from SSCJP.

EK reported West Sussex County Council are looking to recruit a strategic housing manager whilst noting the council still need to make significant savings.

Action: BT to discuss this matter further with MB/EK outside the meeting and provide an update at the next SSCJP meeting.

Accommodation – Sam Sanderson

SS reported she had completed some discovery work with key partners across Sussex to understand current housing provision for women on release from a custodial environment. Currently there is very little or consistent provision available.

SS has been working with three housing providers to progress this work. The 3 housing providers are Stopover Project, Worthing Project and Eastbourne Project with approximately 30 beds pan Sussex.

SS added projected costings for the Eastbourne and Stopover Project are approximately £186k and the Worthing Project approximately £135k.

Funding is being sought via the Big Lottery through an application in collaboration with pan Sussex partners. In the event of a failure with the Big Lottery bid SS may approach the SCJB for support.

SJo asked where the governance will sit for operational delivery of the project.

SS reported the governance sits with the Sussex Reducing Re-Offending Group.

Action: SS to report back at the next SSCJP with the result of the Big Lottery bid.

5. Supporting Victims and Witnesses

RASSO – performance against objectives

CH reported the SOIT team has joined up with the Safeguarding Investigation Unit and the new team will be launched next week to provide a dedicated service. The arrival of the SOIT team will free up detectives to enable them to carry out other duties. In Sussex there has been a slowing down in the number of RAASO cases coming through as there will be more onus on the DI's to ensure the right cases are submitted to CPS for review. Officers are not permitted to send files to CPS unless first disclosure has been completed.

JN reported the 3 police forces in Kent, Surrey and Sussex all agreed that RASSO cases should not be sent to CPS unless first disclosure had been completed and she was pleased to hear this is now in place. By getting things right at an early stage will avoid delays for victims and witnesses. The Judiciary are also aware which helps them during their case management meetings.

BT reported the performance graphs indicate that RASSO performance continues to improve although time taken from charge to case disposal in Sussex will need to be monitored.

CH reported he welcomes and supports the RASSO action plans that have been put in place.

JN reported this is a good news story as we are seeing the best conviction rates ever and a good example Surrey and Sussex Criminal Justice Partnership working.

RH reported in Surrey the RASSO conviction rate remains good but there is currently a 4 – 5 month delay in getting RASSO cases to court.

JN requested the police keep CPS informed of the bottleneck of cases so they are aware of cases in the pipeline.

DMa reported the number of Crown Court sitting days has been reduced nationally and he would like to be kept informed regarding the number of outstanding RASSO cases waiting in the pipeline so HMCTS can project the number of sitting days required going forward.

Action: CH/RH to keep HMCTS informed regarding of the number of outstanding RASSO cases so HMCTS can project the number of sitting days required going forward.

SJo asked if adequate information was being sent out to victim survivors and added the OSPCC would be happy to share some recent work done on this subject.

RH confirmed Surrey IDVA's communicate this message.

Victim Care Unit – Damian Markland

DMar reported on the development of an internal Surrey Victim Care Unit and reported it was a confidential paper and not for onward circulation at this stage.

The Police and Crime Commissioner and Chief Constable have agreed to create an internal Victim Care Unit (VCU) that will provide wraparound, quality care and support for victims of crime in Surrey. The existing contract with Victim Support has been in place since 2014 is due to come to a natural end at the end of 2018/19 and the VCU will ultimately replace this service. Consultations on the police side have already commenced but consultations with Victim Support have yet to start.

BT asked if there would be any scope to embrace Restorative Justice and Checkpoint going forward.

DM reported this area of work is on the radar but focus would be on Victim Support provision in the first instance

TG noted there could be duplication with officers also maintaining first contact with victims.

CD confirmed the new VCU would sit under his portfolio.

6. Disclosure

Note: Our Regional KSS Disclosure Event is scheduled for 3rd October 2018 at Stanhill Hotel near Gatwick Airport.

7. CJS Efficiencies

Video Enabled Justice – Mark Streater

MSt reported Video capability has been enabled across fixed end-points in the 7 custody suites in Kent and 4 court rooms at Medway Court. A video-enabled virtual court session will be established during normal court hours.

A fully virtual lobby will be enabled for each hearing so that participants do not disrupt the court session. The Video Court Administrator will be responsible for moving the participants from the virtual lobby into the court session once the court is ready to hear them.

The Video Court Administrator will manage the video connections between the fixed end-points and dial out to the custody suite where the detainees are appearing from

All other participants will dial-into the court session as per instructions provided via email and the Video Court Administrator.

Going forward the proposal is to conduct a 'light touch' discovery of the present position within Surrey and Sussex to:

- Determine a simple governance structure to engage with Kent LIT and VEJ
- Identify items of work that can be done to prepare
- Frequency of updates from VEJ
- Identification of key resources that could either be engaged in VEJ or support workshops

- Identification of any information workshops to assist sharing of insight

Deployment into Sussex or Surrey will not commence until the Kent implementation has been reviewed by the Judiciary and feedback incorporated into the programme to ensure the solution and processes are fit for purpose. Complexities in London have meant that the VEJ team are looking to engage with Suffolk, Norfolk and Essex.

CD reported Surrey Police will maintain a watching brief.

MS asked how long it would be until phase 3 of the VEJ project commences which incorporates remote video link for Victims and Witnesses.

MSt reported the VEJ Project Team are aware of the new video guidelines for remote sites but he hopes some work in phase 3 may commence in the New Year.

8. Partner Updates

None

9. AOB

None

DM thanked members for their time and input during the meeting.

Next Meeting:

Wednesday 5th December 2018 – Schofield Room, Surrey Police HQ, Mount Browne, Guildford