

## Surrey and Sussex Criminal Justice Partnership Meeting Minutes – Collaborative Session

10:30 -12:30hrs, Wednesday 7th March 2018

Sackville House - Lewes

### 1. Welcome and Apologies – Katy Bourne

Katy Bourne (Host Chairman)	Sussex Police and Crime Commissioner	KB
David Munro	Surrey Police and Crime Commissioner	DM
Lisa Ramsarran	CPS	LR
Mark Streater	Office of the Sussex Police and Crime Commissioner	MSt
Alison Bolton	Office of the Surrey Police and Crime Commissioner	AB
Suki Binning	Seetec Group – Kent, Surrey & Sussex CRC ( <i>dial in</i> )	SB
Clive Davies	Surrey Police	CD
Tim Shaw	Surrey Police	TS
Nick Pascoe	HM Prison and Probation Service	NP
Maralyn Smith	Victim Support	MS
Simon Nelson	Sussex Police	SN
Dave Manning	HM Courts & Tribunals Service	DMa
Emily King	West Sussex County Council	EK
Peter Castleton	Brighton & Hove City Council	PC
Jo Player	Brighton & Hove City Council	JP
Tania Riedel	Sussex YOT's	TR
Andrea Saunders	HM Prison and Probation Service	AS
Rob McCauley	Legal Aid Agency	RM
Rebecca Hills	Sussex Partnership NHS Foundation Trust	RH
Pippa Clark	Surrey County Council	PCI
Christian Jourdain	NHS England	CJ
Peter Gates	NHS England	PG
David Oakley	Sussex Police	DO
Kate Payling	VEJ – Programme Manager	KP
Bruce Tippen	SSCJP Business Manager	BT
Lindsey Parris	SSCJP	LP

#### Observing:

Sam Sanderson	Women in CJS – Project Manager	SS
---------------	--------------------------------	----

#### **Apologies received from:**

<i>Jaswant Narwal</i>	<i>Chief Crown Prosecutor – CPS</i>	<i>JN</i>
<i>Debbie Cropanese</i>	<i>HM Courts and Tribunals – Head of Crime</i>	<i>DC</i>
<i>Susanne Jarman</i>	<i>Citizens Advice – Witness Service</i>	<i>SJ</i>
<i>Ben Byrne</i>	<i>Surrey County Council</i>	<i>BB</i>
<i>Wendy Tattersall</i>	<i>Public Health England</i>	<i>WT</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>
<i>Sally Varah</i>	<i>Deputy Lord Lieutenant – Surrey</i>	<i>SV</i>
<i>Laurence Taylor</i>	<i>Sussex Police</i>	<i>LT</i>
<i>Nick Sloan</i>	<i>VEJ Programme Director</i>	<i>NS</i>
<i>Nev Kemp</i>	<i>Surrey Police</i>	<i>NK</i>
<i>Jane Macdougall</i>	<i>WMC Legal LLP</i>	<i>JM</i>
<i>Anne Elgeti</i>	<i>NHS England</i>	<i>AE</i>
<i>Victoria Jeffries</i>	<i>HM Prison and Probation Service</i>	<i>VJ</i>

KB welcomed members to the collaborative session.

**Declarations of Interest:**

None received.

**2. Minutes and Rolling Action Log from previous meeting 6<sup>th</sup> September 2017**

The minutes from the previous collaborative meeting were agreed as an accurate record.  
The Action Log (separate document) was discussed and updated.

**3. SSCJP Delivery Plan 2018 -20**

BT reported he was seeking agreement and approval from members for the SSCJP Delivery Plan 2018 – 2020 and provided a PowerPoint summary of the key aspects.

BT reported the common purpose of the partnerships is to:

***Provide an Effective and Efficient Criminal Justice System for Surrey and Sussex.***

*Overarching priorities:*

***Improving outcomes for Victims, Witnesses, Suspects and Offenders***

***Reducing Re-Offending and Transforming Rehabilitation***

BT highlighted the activities and referenced the high level action plans aimed at improving governance. The action plans show which Board Member has ownership and which group has the lead for delivery.

*Activities:*

- **Transforming Summary Justice (TSJ)**
- **Bail Act and Postal Charging/Requisitioning (PCR)**
- **Serious Crime and performance through Crown Courts**
- **Improving Victim Outcomes**
- **Diversion from CJS - Out Of Court Disposals (OCD)**
- **Reducing Re-Offending and Effective Rehabilitation**
- **Modernisation – Estates and Technology**

*Operating Model:*

Charts showing the Boards and Delivery Groups were circulated to assist members.

Board Meetings will continue be held quarterly to bring together senior leaders for information sharing and discussions relating to national programmes, commissioning updates and transforming justice. Risks and issues with performance will be escalated for problem solving, decisions and action.

The action plans will be used to track progress of the activities and will be overseen by Board Members.

KB requested the sub group chairmen names are added to the High Level Action Plans and asked members for any other comments.

**Action: LP to add sub group chairmen names to the High Level Action Plans.**

EK reported she felt there was a potential accountability issue for local authorities in respect of accommodation as this is a wider issue shared with partners.

KB felt that it is more of a co-ordination responsibility but noted the complexities of that action.

DM requested it was made clear to Sub-Group Chairmen that they report to the SSCJP.

KB suggested one Sub-Group Chairman (on a rotational basis) should attend future SSCJP meetings to update members on progress of their relevant group.

**Action: Sub-Group Chairmen (on a rotational basis) to be invited to attend future SSCJP meetings to update members on progress of their relevant group.**

EK asked if West Sussex Community Safety Partnership could be added to the chart.

**Action: LP to include West Sussex Community Safety Partnership to the chart.**

A set of high level KPI's were proposed for discussion in an accompanying paper.

*Performance:*

BT reported he would like the SSCJP to focus on a small number of high level KPI's and other KPI's can be reviewed at sub-group level.

The KPI's will feed into four themes:

- **bringing offenders to justice quickly**
- **keeping the public safe from dangerous offenders**
- **effective completion of sentences and rehabilitation**
- **fairness of CJS**

A number of Board Members had indicated they were not in favour of Red, Amber and Green performance reporting and these will be replaced by graphs and trend lines going forward from April 2018 wherever possible.

BT ran through his paper on proposed KPI's that will enable the Board to have a strategic overview of the Criminal Justice System.

KB asked members for any comments and/or any objections to the performance proposals.

RM reported current performance reporting shows some numerical data and some percentage data and noted that small numbers can produce a high percentage figure. RM added he would like to see some numerical data against a percentage. **Noted**

SN suggested some anecdotal data in relation to the difference a service makes to others would be useful and gave the example of a 90 year old witness giving evidence at the West Sussex Witness Suite.

DM requested that "Disclosure" was included as a high level KPI.

**Action: BT to include "Disclosure as a high level KPI.**

DM also requested that the Prison Service is added as an action owner in the Reducing Re-Offending section of the High Level Action Plan.

**Action: BT to discuss HMPPS being added as an action owner in the Reducing Re-Offending section of the High Level Action Plan with Nick Pascoe.**

**Decisions: The SSCJP agreed to adopt the high level KPI's.**

**The SSCJP agreed to adopt the new bar chart and trend line style of performance reporting from April 2018. Assistance from partner agencies is required by providing regular and timely performance data.**

KB congratulated BT for producing an excellent Delivery Plan 2018 – 2020.

DM agreed it was an excellent Delivery Plan.

**Decision: The SSCJP approved and agreed to adopt the SSCJP Delivery Plan 2018 – 2020 and High Level Action Plans.**

#### **Finance:**

BT provided reports on projected end of year spend for 2017 – 2018 and current status of partner pledges for 2018-2019. Current year budget will be approximately £2k overspent reflecting a start of year shortfall in the desired £90k budget.

SN has agreed to cover this year's overspend from his police CJ budget.

For 2018 -2019 SSCJP is awaiting confirmation from HMPPS and Surrey County Council about their level of contribution. This amounts to £6k and £5k respectively. Current overall spending gap for 2018-2019 is £13K.

**Action: KB to contact partners to discuss pledges and shortfalls.**

#### **4. CJS Efficiencies**

##### **Transforming Summary Justice (TSJ)**

BT reported TSJ had already been covered within his SSCJP Delivery Plan presentation and confirmed there would be a Kent, Surrey and Sussex TSJ Oversight Board – Chaired by Paul Stimson – Deputy Chief Crown Prosecutor for the South East and a Joint TSJ Core Performance Group for Surrey and Sussex – Co-Chaired by Mark Streater and Alison Bolton.

##### **Video Enabled Justice (VEJ)**

KP reported the London and South East (LASE) Video Enabled Justice (VEJ) programme is a collaboration across criminal justice partners in London, Sussex, Surrey and Kent to roll-out video technology to a wider range of participants within the Criminal Justice System.

A Local Implementation Team (LIT) has been developed which is to be co-chaired between HMCTS and the LASE VEJ team. The LIT aims to improve the current experience and process of video-enabled Remand Hearings in Kent in anticipation and preparation for the pilot of HMCTS Virtual Remand Hearings service project planned for September 2018.

The LASE VEJ programme is piloting a technology-based booking and video connection solution and business processes for the Overnight Remand Prisoners from Police Custody.

The pilot will validate the design of process improvement using the GTL tool. The GTL tool has been commissioned initially for 18 months to support the coordination and booking of virtual remand court attendees between police custody and the court. An assessment will take place to determine how this tool will feature in the combined longer term VEJ/VRH future service requirement.

A pilot will take place in Kent (Medway Magistrates' Court and Kent Police custody sites).

KP added the project requires data to be provided by partners and requested VEJ stakeholders communicate this message to their data departments to ensure data is provided in a timely manner.

MSt reported there is a lot of inspiring work being carried out by the VEJ Project Team and echoed Kate Payling's request for data to be provided to enable the VEJ Project to evidence their good work going forward.

**Action: Partners to support data requests from the VEJ Project Team in a timely manner and ensure their own data departments are made aware of this request.**

## 5. Supporting Victims and Witnesses

### Remote Video Links – Civilian Witnesses

DO reported Sussex Police and its CJ partners are one of only a handful of forces who are able to Live Link vulnerable witnesses into courts across the UK. The witness suite in West Sussex is proving a huge success and Sussex Police would like to extend the number of live link centres for vulnerable witnesses across the whole of Sussex. The sourcing of suitable sites to be used as a Live Link facility has proved to be one of the major challenges for the VEJ project.

To make this possible a financial business case has been submitted to the Office of the Police and Crime Commissioner for consideration.

### Potential Witness Suites for 2018:

**Hastings:** Currently the police victim suite in Hastings which is sited on the border of Hastings and Bexhill has been identified as a strong option. Consultation has been held with the police, safeguarding teams and our CJ partners and they are generally supportive of this venue.

The VEJ project will therefore obtain financial quotes and scope the benefits of using this location as a witness suite site.

**Brighton:** 2 options currently exist in the Brighton area.

**Option 1:** The first option is to follow the West Sussex and Hasting model, which is to convert the existing Brighton victim suite. The premises are ideally situated on the border of Brighton and Hove with good on street parking and public transport. The building is smaller than the other two suites and does not have good disabled access/welfare facilities within the building. As part of the scoping, the project will engage with our CJ partners and the local safeguarding team to assess their views as to whether this building could be adapted.

**Option 2:** The Triangle, Brighton. The Triangle is an independent organisation with a skilled multi-disciplinary team which specialises in providing skilled support for young people legal proceedings. The Triangle management team have seen the West Sussex witness suite in action and like the concept. They are keen to be involved, and have asked the VEJ project manager to scope their premises and give them an understanding of the issues involved. If this option is viable it would become a live link centre for young persons to give their evidence into court whilst supported in a purpose built venue with skilled staff.

### Police Officer – Live Links

In 2017 nearly 550 officers across Sussex were asked to give their evidence via Live Link. The savings in time and efficiency have proved to be substantial.

Prior to VEJ officers would spend on average 5 hours 30 minutes travelling to and waiting at court. VEJ has reduced this time to 45 minutes. This equates to a saving over the 2017 period of nearly 3,000 officer hours. Additional savings are also made in travelling costs and an increase in efficiency as administration tasks are now completed by officers as they wait to give evidence.

Additional opportunities for the use of Live Link continue to be explored. A pilot to Live Link remanded detainees into a regional Magistrates Court is in scope and this should begin in September 2018.

The entire project is an example of excellent partnership work right across the CJ spectrum with all involved showing a willingness to adapt and adjust their working practices to ensure VEJ is a success.

DMA reported Magistrate Benches are fully supportive of the Live Link process.

CD reported Surrey Police would provide a watching brief regarding the use of video in custody suites. Suitable remote witness suites are still to be identified in Surrey but the search remains ongoing. Video equipment has been ordered and once suitable locations have been identified, installation of video equipment can commence immediately.

## **RASSO**

TS reported a new Disclosure Group led by Surrey Chief Constable Nick Ephgrave and Co-Chaired with CPS met with Resident Judges from Kent, Surrey and Sussex on 6<sup>th</sup> March 2018. Disclosure training across Surrey Police remains ongoing.

TS reported Surrey RASSO files now go to CPS Brighton rather than the CPS office in Canterbury. There are 2 embedded Detective Inspectors one in Surrey and one in Sussex who continue to triage RASSO files.

TS added DI Simon Turner had recently updated the Police RASSO training package for Surrey Police Detectives. The first training package was delivered in January 2018 and on-going training is set to continue throughout the year.

KB asked for an update on the 3 objectives identified in the RASSO Improvement Plan.

- **To reduce the delay of Rape and Serious Sexual Offences from initial file to trial**

TS reported as yet there is not enough data to confirm if there is still a significant delay of RASSO files but added HMCTS are now fully engaged with the RASSO Improvement Plan.

LR reported delays of RASSO cases is being monitored nationally and it has been noted the South East do still have longer waiting periods for trials than in other areas. Ongoing monitoring will continue.

- **Improve RASSO advice file quality**

TS reported having embedded officers within the local CPS offices has improved file quality and on-going training across Surrey and Sussex will continue.

- **Improve Conviction Rate**

TS reported Surrey and Sussex Police are charging more cases but conviction rate has roughly stayed the same.

LR reported just over a year ago the conviction rate was below 50% but over recent months the conviction rate has been improving slowly.

LR added all RASSO files have been reviewed following the recent publicity around poor disclosure.

DM reported following the recent HMCSI Review he remains concerned about the issue of poor file quality.

TS reported there is a shortfall of Detectives across the force but a plan is in place to address this issue.

KB requested that rather than submitting the entire RASSO Improvement Plan could TS/FM submit a brief update on the 3 objectives identified in the RASSO Improvement Plan for future SSCJP meetings.

**Action: TS/FM to submit a brief update on the 3 objectives identified in the RASSO rather than the entire RASSO Improvement Plan for future SSCJP meetings.**

## **6. Reducing Re-Offending**

CD reported in April 2017 DCC Glenn National Police Chief Council lead for Out Of court disposals (OOCd) wrote to all forces outlining a national strategy that three forces had been trialling for the last two years. The strategy outlined a new simplified framework for all OOCd - a two tier framework. It dispenses with 6 disposal options reducing them down to only two - community resolutions and conditional cautions.

Surrey Police will be adopting the "Checkpoint" model which offers eligible offenders a 4-month long contract to engage as an alternative to prosecution. The contract offers interventions to address the underlying reasons why they committed the crime to prevent them from doing it again to somebody else.

The Checkpoint offender is supported through the process by a specialist 'navigator' who completes a detailed needs assessment with them and draws up the contract. This could include interventions around any of the issues the offender may have.

CD added that former Inspector Alisa Quinlan will be returning as a member of police staff to lead the implementation of the Checkpoint model on behalf of Surrey Police.

Police Constables currently responsible for Youth Restorative Interventions will also become Checkpoint Navigators.

CD added Durham, the pilot site for the Checkpoint initiative, has retained 6 OOCd's but Surrey will be looking for a national steer on this decision.

The Director of Public Prosecutions – Alison Saunders has agreed to consider a conditional caution for Domestic Abuse offences. Ongoing monitoring will continue.

SN reported Sussex Police will be working closely with Surrey Police but any decisions going forward must be right for Sussex.

SN added he was keen to ensure the Checkpoint model was not too complex and he will come back to the SSCJP with a proposal on how the Checkpoint model will be resourced in Sussex. AB asked that when decisions were made regarding the Checkpoint initiative to ensure the right people were around the table.

AB added the point made regarding the DPP considering Conditional Cautions for DA offences would be taken up by the Surrey DA Management Board.

EK felt Local Authorities should be involved in the project to understand what services checkpoint clients may be navigated into. **Noted**

**Action: CD to provide an update on the Surrey Police Checkpoint initiative at the next meeting.**

**Action: SN to provide a report on how the Checkpoint model would be resourced in Sussex including partner involvement.**

## **7. Partner Updates**

NP reported there had been another prison reorganisation. HMP High Down would be moving back into the London area from April 2018.

NP added he will be responsible for HMP Lewes, Ford, Coldingly and 3 male prisons in Kent from April 2018.

SB reported KSS CRC had appointed 2 researchers who will job share and added she would be happy to offer their services with any evaluations if required.

DM reported a search for a new force headquarters site in Surrey is underway as part of a long-term estates programme. Work has begun to identify a new location in a more central area of Surrey, likely to be in the Leatherhead/Dorking area, to replace the current HQ at Mount Browne in Guildford.

The plans are designed to deliver long-term savings by moving out and disposing of some of the current outdated and costly buildings and creating a modern and cost-effective estate that will allow the Force to meet the challenges of modern policing.

The project is expected to take at least four to five years to complete and agents have been instructed to start the search.

If a suitable building can be found, it will replace the current sites at Woking and Mount Browne and also Reigate police station as the main eastern divisional base. Depending on the final location, the site may also provide a central Surrey hub for Roads Policing and Armed Response teams.

Area Policing Teams and Safer Neighbourhood Teams will continue to operate from their boroughs. Guildford and Staines police stations will remain as they are, predominantly accommodating Western and Northern divisional teams.

A number of factors were considered in deciding the search location such as ensuring specialist teams are able to respond effectively to county-wide demand and that Surrey Police are well placed to build ever-stronger links with partner forces in the South East.

## **7. AOB**

None

**Close**

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

### **Next Meeting:**

Wednesday 6<sup>th</sup> June 2018 – Surrey Police HQ – Schofield Room