

Surrey Criminal Justice Partnership Meeting Minutes

09:30 – 10:00hrs, Wednesday 6th June 2018
Surrey Police HQ, Schofield Room, Guildford

1. Welcome, Apologies and Declarations – David Munro

David Munro (Chairman)	Police and Crime Commissioner, Surrey	DM
Jaswant Narwal	Chief Crown Prosecutor – CPS (Vice Chairman)	JN
Cynthia Allen	KSS CRC	CA
Clive Davies	Surrey Police	CD
Sam Goolding	Surrey Police	SG
Craig Jones	Office of the Surrey Police and Crime Commissioner	CJ
Nick Pascoe	HM Prison and Probation Service	NP
Dave Manning	HM Courts & Tribunals Service	DMa
Debbie Cropanese	HM Courts & Tribunals Service	DC
Wendy Tattersall	Public Health England	WT
Mike Blower	Surrey County Council	MB
Helen Harrison	Surrey County Council	HH
Anne Elgeti	NHS England	AE
Rob McCauley	Legal Aid Agency	RM
Bruce Tippen	SSCJP Business Manager	BT
Lindsey Parris	SSCJP	LP

Observing:

Katy Bourne	Police and Crime Commissioner – Sussex	KB
Mark Streater	Office of the Sussex Police and Crime Commissioner	MSt
Sam Sanderson	Sussex Police	SS
Kate Payling	VEJ – Programme Manager	KP
Emily King	West Sussex County Council	EK

Apologies received from:

Sally Varah	Deputy Lord Lieutenant - Surrey	SV
Alison Bolton	Office of Surrey Police & Crime Commissioner	AB
Suki Binning	Seetec Group – Kent, Surrey & Sussex CRC	SB
Victoria Jeffries	HM Prison and Probation Service	VJ
Maralyn Smith	Victim Support	MS
Nev Kemp	Surrey Police	NK
Ben Byrne	Surrey County Council	BB
Ian Whiteside	HMP Bronzefield	IW
Vicky Robinson	HMP Bronzefield	VR
Susanne Jarman	Citizens Advice – Witness Service	SJ

DM welcomed members to the SCJP meeting and extended a warm welcome to Helen Harrison and Anne Elgeti who were both attending their first SSCJP meeting. DM reported good progress is being made with the plans to move from Mount Browne to a new Surrey Police Headquarters within the Leatherhead area.

Declarations of Interest:

None received

2. Minutes and Rolling Action Log from previous meeting 7th March 2018

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

3. Local Issues

High Level Action Plan

BT reported the High Level Action Plan was a “live” document which will be refreshed/updated as we progress through the year. Some feedback has already been received but any further feedback from members would also be welcome. The key purpose of the action plan is to keep attachment between the Board and the Sub-Groups. Board members are shown as action owners with the sub-groups dealing with and the monitoring of the work.

BT encouraged action owners to keep in touch with their sub-group chairmen to monitor progress of each activity.

BT reported the action log is showing most activities at amber status with a few activities at green status. If any activities become red in status they will be escalated up to the SSCJP for review and further discussion.

CA reported she will now be the Co-Chairman of the Surrey Reducing Re-Offending Group and Sam Newbould will be the Co-Chairman of the Sussex Reducing Re-Offending Group going forward.

BT reported activities under section 4 of the action plan are owned at Board level and are not covered by any specific sub-group so these activities would be monitored, reviewed and discussed at future SSCJP meetings.

File Quality

CD reported last year's quarter 1 figures showed file quality at 98% however recording measures changed in quarter 2 and requested the graphs start with quarter 2.

Action: LP to amend and re-circulate performance graphs.

CD added all files are reviewed and key themes identified are:

Victim Personal Statement (VPS) – VPS's are often included at the end of the evidential statement – they should now be sent as 2 separate documents. The VPS must be sent with the correct naming convention to alert relevant partners a VPS has been provided.

JN reported she understood that the VPS should still be included within the evidential statement.

SG reported agreement had been reached with local CPS colleagues to provide a separate VPS. The agreement was reached as GAP cases do not require statements to be provided however a VPS should still be sent.

DMA reported it is helpful for HMCTS colleagues to have a separate VPS as they can often get overlooked if just included within the evidential statement.

Action: JN to take back the issue of providing 2 separate statements for further discussion with CPS colleagues in terms of managing efficiencies.

BT reported both the Surrey and Sussex Victim & Witness Groups have within their action plans.

CD reported disclosure schedules have not always been completed satisfactorily, however, Surrey Police have carried out significant disclosure training and there are now disclosure SPOC's and champions across the force. CD added he is confident the completion of disclosure schedules are improving. Surrey Police currently have a file quality error rate of 19.6% with the national average being just over 30%. Surrey Police are 9th out of 44 forces.

JN wished to clarify what the measure “file quality” relates to. File Quality is measured by the number of appropriate forms submitted to CPS and not the quality of data contained within those forms. JN added it is important to get file quality right first time as CPS do not have the resources to correct this part of the process.

CD reported there has recently been an internal Criminal Justice Unit (CJU) change to assist divisions with disclosure mentoring and coaching support.

DM requested that the Victim and Witness Group should monitor the issue regarding VPS's and report back to the collaborative session at a future meeting.

Action: Victim and Witness Group to monitor the issue regarding VPS's and report back to the collaborative session at a future meeting.

Timely Prosecutions

CD reported recent research identified that the closure of Redhill Magistrates Court had impacted on performance. Surrey Police have seen delays in trials being heard at Staines Magistrates Court however timeliness of Crown Court cases continue to improve. CD added discussions with relevant partners remain on-going to address the delays seen in the Magistrates Court.

DC reported HMCTS are in the process of carrying out a consultation with Judicial Business Groups to review current listing schedules.

JN asked if there had been any impact on performance (following recent changes to the Bail Act) in terms of the increase in the number postal requisitions.

SG reported a "Proof in Absence – Fail to Appear" protocol between HMCTS, CPS, Surrey and Sussex Police will be re-instated and a pilot is planned to look at "fail to appear" cases in relation to lower level crimes. SG added Surrey Police have seen no real impact with the issue of warrants following changes to the Bail Act.

JN reported groups across the region are looking at the increase in the number postal requisitions and any impact it may have on partners. Ongoing monitoring would need to continue.

DC reported HMCTS have made a decision to focus on the Ineffective Trial Rate rather than Effective Trial Rate going forward.

JN reported she had spoken with CC Nick Ephgrave and CC Giles York to recommend file content to enable Proof in Absence is adopted at first hearing rather than the issue of a warrant. This was agreed by both Chief Constables.

BT reported Superintendent Simon Nelson from Sussex Police would be seeking clarification of the details to pass onto Sussex colleagues.

DM asked if the SSCJP could assist with any strategic matters in relation to timely prosecutions.

BT reported the Core Performance Group would be taking these matters forward and a further update will be provided at the next meeting.

4. AOB

None

Close – David Munro

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

Next Meeting:

Wednesday 5th September 2018 – Office of the Sussex PCC, Sackville House, Lewes