

Minutes

23rd September 2019 at 09:30 – 13:00

Conference Rooms 1 & 2,

Police Headquarters, Welwyn Garden City, AL8 6XF

Attendees:

David Lloyd, Police and Crime Commissioner and Chairman

Nicole Adeyinka, Area Manager, Citizen's Advice Witness Service (via Skype) – until 12:15

Catherine Akehurst, T/Chief Supt., BCH Criminal Justice & Custody

Christopher Barclay, Criminal Justice Research and Performance Analyst, OPCC

Dr. Amie Birkhamshaw, Director of Strategy, Herts OPCC

Stephen Carroll, Director, BeNCH CRC

Sharn Elton, East and North Herts CCG, NHS

Charlie Hall, Chief Constable, Herts Police

Oksana Harris, National Probation Service

Peter Mann, Crown Prosecution Service

Kevin McGetrick, Head of Commissioning & Victim Services, Herts OPCC

Fergus McMullen, Independent Member & Chair of the Community Liaison Group

Sara Miles, CJ Policy & Research Manager, OPCC

Paul Millan, Noble Solicitors

Natalie Robinson-Chatterley, HMCTS (via Skype)

Nick Smith, Head of Service, Youth Justice, Herts County Council

Claire Weston, Head of Health and Justice (East), NHS England

Ben Wright, DCI, Herts Police – Item 7 only

Sandra Freeston, Executive Assistant, OPCC (minutes)

Guest

Karl Stonebank, Grants and Funds Officer, OPCC

Apologies:

Neeve Bishop, Head of Hertfordshire LDU, National Probation Service

Nathan Briant, Assistant Chief Constable, Herts Police

Jenny Coles, Director of Children's Services, HCC

Jaswant Narwal, Chief Crown Prosecutor, CPS Thames and Chiltern

Katie Price, Governor, HMP The Mount

Ian Miller, HMCTS

	Item	Updates
1.	Introductions & Apologies	The Chairman, David Lloyd, welcomed board members and guests. Introductions were made and apologies were noted as above.

2.	Minutes from last meeting and Review of Action Log	The minutes and actions from the last meeting were agreed as a true record.
3.	Chairman's briefing	<p>The National CJ board met on 3rd July 2019 and highlighted the progress being made by both the Disclosure Sub-Group and the National Disclosure Improvement Plan.</p> <p>The Board agreed that the Forensic Steering Group should become a Sub-Group of the CJB but wished to extend the membership to better represent the sector – inviting representation from defence, academic & wider sector.</p> <p>There has been agreement that the Forward Look will include pre-charge bail and mental health (liaising with Department of Health and Social Care on the latter).</p>
4.	HCJB meeting in public	<p>The Chairman thanked members for attending the public meeting. Amie Birkhamshaw shared a review of the 2019 HCJB meeting in public.</p> <p>Overall the Board was positive about the content of themed session on victims and witnesses and felt that it gave the public a clear sense of the journey through the criminal justice system and what support and help is available for victims and witnesses.</p> <p>Views for a future public meeting were as follows:</p> <ul style="list-style-type: none"> • Consider what outcome the meeting wants to achieve? This would help structure the meeting in terms of what the collective agencies and the public want from the same. • A town centre or more visible venue could be used in order to appropriately engage with the public and be more transparent. • To use a wider range of channels to advertise the event . • Consider holding the meeting between late afternoon/early evening to encourage attendance. • Perhaps include members of the public in organising the meeting • Continue to ensure the public are able to access services from Beacon • Take a view post PCC elections after May 2020, as to whether to hold another meeting in public which would be held in October/November 2020. <p>The Chairman thanked the board for their helpful comments which would be taken into account when planning for the next meeting.</p>
5.	Review of Hertfordshire's File Quality	<p>Amie Birkhamshaw presented her findings from her review on 'Getting Cases Ready for Court'.</p> <ul style="list-style-type: none"> • File Quality is a national issue and remains a challenge locally. • The review covered the challenges relating to governance, supervision, quality and timeliness of case files. <p>The review found:</p>

		<ul style="list-style-type: none"> • The size of the force is irrelevant. The failings, therefore, must be in regard to processes. • Op Qualis was set up across BCH to improve the standard of prosecution files. • Since the introduction of a TVP gatekeeper, PCD file rejections had reduced from 80% to between 30% and 40%. • A discussion was had around what other forces do to improve file quality - Thames Valley Police for example have a team of 28 evidential review officers/staff working within their Administration of Justice Unit. They gate keep all files prior to submission and return to the office in the case with support and guidance. • Cambridgeshire have recently launched a Case File Standards and Support Unit. The Board will keep watch of its development and progression in improving standards. • An interim Post Implementation Review of Cambs Case File Standards and Support Unit is taking place in January 2020. • Recommendations of the paper were approved by the Board
6.	HCJB Performance Dashboard (including Crest Performance Dashboard)	<p>This item was introduced by Christopher Barclay who discussed the dashboard with the Board.</p> <p>Key standing areas for review are file quality and cracked and ineffective trials. It was highlighted that with both there are areas for consideration and action, some which are already being progressed.</p> <ul style="list-style-type: none"> • A different approach would be considered to the current mixed listing patterns at Magistrates' Courts as this could be challenging from a CPS perspective in regard to deploying the right level of advocate. • HMCTS have shifted their focus from effective to ineffective trial rate. Their internal target is 13.5% for ineffective trial rate.
7.	Victim Personal Statements & VCOP	<p>Ben Wright gave a presentation on Victim Personal Statements (VPS).</p> <p>The VPS:</p> <ul style="list-style-type: none"> • Helps the victim and is a part of the healing process. • Support should be provided to the victim either by the Witness Care Team or the Victim Services Team. • The statement should be available at hearings. • Following a recent upgrade, Athena now allows personnel to record as to whether a VPS was offered in each and every investigation • The Victim Experience Project was referenced as a useful report: Victim experience project 2019.
8.	Notifying defendants of their court date	<p>This item was introduced by Christopher Barclay.</p> <ul style="list-style-type: none"> • The utilisation of a text message service to notify defendants of their court date. The courts had previously provided this service, but it had been withdrawn some time ago. • Although there could be an option for the defendant to respond to the text, it was agreed this would not be appropriate. • The postal requisition service would remain.

		Decision: The Board agreed to sign up to the text notification of court date service with a pilot initially. A report would be brought back to the Board circa June 2020.
9.	Criminal Justice Innovation Bids	<p>The Chairman advised the Board members that they may step out of the meeting if they felt they had a disclosable interest at any point.</p> <p>Karl Stonebank reported that of the initial budget of £150k, £121,500 was available to be allocated.</p> <p>In Round 2, seven bids had been received and scrutinized by Karl Stonebank and the relevant subgroups. Four bids had been recommended, and following discussions, were approved by the Board:</p> <ol style="list-style-type: none"> a. Hertfordshire Problem Gambling Programme (GamCare) - £36,045. b. Out of Court Disposals Framework Hardship Fund (Herts Constabulary) - £1,000. c. Case File Quality Review Team (Herts Constabulary) - £40,000. d. Prison Release Day Key Worker (BeNCH CRC) - The Board agreed to award £18,750 subject to the following conditions: <ul style="list-style-type: none"> ➤ The PCC Criminal Justice Innovation Fund award of up to £18,750 to be match funded. ➤ That the finer details of how all Herts arriving prison leavers are supported across the country are shared with the Commissioner (via a Decision Making Meeting). <p>Funds of £26,000 would remain.</p>
10.	Agency Updates	No items to discuss.
11.	Any Other Business & future Agenda items	<ul style="list-style-type: none"> • Deterrent sentencing for knife crime: A presentation on Tactical Knife Crime would come to the December 2019 Board. • Beacon: The Beacon team’s fraud provision had been providing an exceptional service in regard to referrals from Action Fraud. Articles had, and would be published, in the national press in regard to Beacon services. • Emergency Service worker assaults and body worn video footage: In regard to officer and staff assaults it was queried whether a process could be put in place to ensure that, prior to sentencing, the courts would be able view video evidence. This would go a long way to supporting staff and other emergency services workers. • NHS England services: The Substance Misuse Service in the Mount Prison would be recommissioned. Also the Liaison and Diversion Service for

		<p>Hertfordshire would be recommissioned. The offer of a presentation was made to a future board.</p> <ul style="list-style-type: none">• Changes to probation: A presentation would come to the December 2019 Board from CRC and NPS about the changes to the probation services in Herts.
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