



## Surrey Criminal Justice Partnership Meeting Minutes

12:20 – 13:20hrs, Wednesday 11<sup>th</sup> September 2019  
Sackville House, Lewes BN7 2FZ

### 1. Welcome, Apologies and Declarations – David Munro

David Munro	Surrey Police and Crime Commissioner ( <b>Chairman</b> )	DM
Frank Ferguson	Chief Crown Prosecutor – South East ( <b>Vice Chairman</b> )	FF
Lisa Herrington	Office of the Surrey Police and Crime Commissioner	LH
Dave Manning	HM Courts & Tribunals Service	DMa
Sam Goolding	Surrey Police	SG
Shannon Carpenter	Surrey Police	SC
Rob Harris	Surrey Police	RH
Mark Burden	HM Prison and Probation Service	MB
Neil Bryant	HMPPS Coldingley	NB
David Smith	Frame Solicitors	DS
Joanna Brennan	Youth Justice Board	JB
Gail Rogers	Surrey County Council	GR
Michael O'Connor	Surrey County Council	MO
Rob McCauley	Legal Aid Agency	RM
Bruce Tippen	SSCJP Business Manager	BT
Lindsey Parris	SSCJP	LP

#### Observing

Nicola Maxwell	Sussex YOS	NM
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#### **Apologies received from:**

<i>Manjinder Purewal</i>	<i>KSS – Community Rehabilitation Company</i>	<i>MP</i>
<i>Claire Mullarkey</i>	<i>HMCTS</i>	<i>CM</i>
<i>Jenny Offord</i>	<i>CPS</i>	<i>JO</i>
<i>Sally Varah</i>	<i>Deputy Lord Lieutenant – Surrey</i>	<i>SV</i>
<i>Nev Kemp</i>	<i>Surrey Police</i>	<i>NK</i>
<i>Clive Davies</i>	<i>Surrey Police</i>	<i>CD</i>
<i>Kay Birch</i>	<i>Victim Support</i>	<i>KB</i>
<i>Susan Howard</i>	<i>HM Prison and Probation Service</i>	<i>SH</i>

#### **Absent:**

Wendy Penfold	Public Health England	WP
Ian Whiteside	HMP Bronzefield	IW
Vicky Robinson	HMP Bronzefield	VR
Susanne Jarman	Citizens Advice – Witness Service	SJ
Alison Fowler	NHS England	AF

DM welcomed members to the SCJP meeting and extended a warm welcome to Joanne Brennan (YJB) (Observing) and Michael O'Connor (Surrey YOS) (New member).

#### **Declarations of Interest:**

None received

### 2. Minutes and Rolling Action Log from previous meeting 5<sup>th</sup> June 2019

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

### 3. Young Offenders – HMI Probation Report

GR reported the HMIP Inspection found that Surrey YOS was performing poorly and substantial improvement is required whilst also noting the service had been through a large scale restructure and new processes and procedure were still being established.

Next steps to address the issues and findings contained within the inspection report:

- Prepare an Annual Youth Justice Plan 2019/20 and HMIP Improvement Plan
- Independent Chair of the YOS Board (**Appointed**)
- HMIP Improvement Lead and Service Manager (**Appointed**)
- Improvement plan work streams (**Initiated**)
- Work towards a peer review March 2020

#### Leadership and Governance

- Planned restructure of central YOS Team
- Develop a QA framework and Board forward plan
- Ensure the right structure to oversee the full breadth of YOS is in place
- Challenge and support is embedded in the YOS Partnership
- Effective delivery and statutory expectations and functions of YOS
- Routine scrutiny YOS practice and performance

#### Data, Performance and Information

- Profile of young people offending
- Multi-agency data sets
- Agreed local and national performance data set
- Clear information sharing agreements and contacts

The Board will understand the profile of young people offending, be able to direct resources where applicable, and understand where the YOS is delivering strong services and where more work is needed.

#### Review and Re-Design of OOC's

- Evaluation of YRI Scheme to include repeat use, gravity and contraindications
- Review of JDMP – appropriate partners involved
- Review role of Police Officers

The Board will be satisfied YRI's are being used effectively and understand the impact of YRI's in the Surrey Youth Justice system.

#### Partnership and Pathways

- Baseline against YOS Family Group regarding partner contributions
- Review arrangements with statutory partners
- Review commissioned services, contracts and pathways
- Align funding and resources

The Board is satisfied that YOS is fully resourced and partners are meeting their statutory duties. Services and Resources are focused on complex young people within the Youth Justice system.

#### Staffing and Skills

- Recruitment of YOS Manager
- Focus on QA and Improvement
- Training Plan
- Risk of Harm
- Safety and Wellbeing

The Board can be confident it has a skilled workforce, staff know their respective roles, young people are having their needs met and HMCTS and agencies have confidence in Surrey YOS.

LH asked for confirmation of the Governance Board for this work

GR confirmed the Governance Board would be the Children's Policing and Justice Board and a new independent Chairman has been appointed – John Drew.

Members agreed it will be important to ensure all partners are represented at relevant groups and boards going forward.

FF agreed children and young people should not be criminalised where possible but the Court still has a place where there is repetition, seriousness or risk.

FF added he would welcome a review of Out of Court Disposals such as knife crime and assault of police and felt these crimes should be going to court.

DM agreed to discuss this matter with the Chief Constable for clarification.

**Action: DM/LH to raise what is in and out of scope in terms of Out of Court Disposals with the Chief Constable.**

DS noted that if there is a possibility that more youths could be coming through the normal CJS route it would be important to engage early with HMCTS and the Magistracy.

MB asked if Surrey would be given a bit of leeway on their performance whilst they go through their transition.

JB reported the YJB is aware of the Surrey issues and will work closely with Surrey colleagues during their transition.

GR reported staff are eager to work together to up skill and make the improvements required.

**Action: MO to provide an update on YOS progress at the next meeting.**

#### **4. Performance**

BT reported there were no performance exceptions but noted the RASSO conviction climbed considerably during the previous quarter to 90% reflecting the quality review process. Current performance is nearer our average.

An example of disparity currently exists in relation to offence to completion rates (Magistrates Court) where there was a notable step-change after December 2016. Timeliness from offence to completion has remained poorer than national averages but the last quarter shows improvement. Recent TSJ data shows encouraging signs of improvement. Any performance issues will be monitored by the Core Performance Group.

SG noted the difficulties in obtaining up-to-date data on timeliness through the courts and asked that this be raised with HMCTS.

**Action: BT to raise with Claire Mullarkey regarding national HMCTS data provision.**

BT noted the number of crimes diverted vs prosecuted in Surrey was approximately 50% whereas in Sussex the figure is nearer 30%.

DS reported there had been some instances where up to 32 cases had been listed in a court room at Guildford Magistrates Court primarily due to a lack of Legal Advisors and Guilty Anticipated Plea cases being spread across all courtrooms throughout the week.

FF pointed out that the maximum number of anticipated not guilty plea cases per courtroom should be no more than 15, in accordance with TSJ.

Members agreed this matter would be discussed at the next Core Performance Group meeting and an update will be provided for this Board.

**Action: BT to arrange for an update on Guildford Magistrates court sitting data at the next meeting.**

BT reported the High Level Action Plan was for noting only with no exceptions to raise.

#### **5. Surrey Live Links**

LP reported 3 live link rooms are already installed across the Surrey Police estate. A site visit to Caterham Police Station is planned on 13<sup>th</sup> September 2019 to establish if there is potential for another live link room to be installed which will provide extra resilience for officers in the east of county.

LP added a room at Guildford Crown Court has been identified which is ideal for victims and witnesses to give their evidence remotely in Surrey as part of the SCJP Victim and Witness Group work to identify remote sites. Surrey PCC David Munro has agreed to fund the installation of the video equipment and the Sussex VEJ Project provided associated hardware. This work is an example of collaboration between the VEJ Programme and SCJP.

LP reported she had been seconded to the VEJ Programme for 3 days a week to work in Surrey. Her primary role will be to project manage the roll out of VEJ Video Manager tool which will be used by appropriate Surrey Police and HMCTS staff. The VEJ Video Manager is a user friendly tool that manages video appearances of police witnesses.

In addition and as part of her secondment she will actively seek to find additional remote video sites in Surrey that may be suitable for civilian and vulnerable and intimidated witnesses to give their evidence remotely via video rather than attending the court in person. This will compliment/advance the work already underway through the SCJP Victim and Witness Group.

BT reported as a result of the secondment this will help with the SSCJP budget deficit forecasted for 2019/20.

#### **6. AOB**

BT referenced a police IOM update report that had been circulated as an additional paper. Police, NPS and CRC are preparing for an upcoming HM Inspection in October and the SCJP is asked to note the paper and ask any questions. Surrey is one of seven areas being reviewed during this inspection. DM asked for an update at the next meeting.

**Action: IOM – HM Inspection update for next meeting – BT to note.**

**Close – David Munro**

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

**Next Meeting:**

Wednesday 18<sup>th</sup> December 2019 – Surrey Police HQ, Schofield Room, Guildford