



Surrey and Sussex Criminal Justice Partnerships Meeting Minutes – Collaborative Session

10:20 -12:25hrs, Monday 25th March 2019

Sackville House, Lewes BN7 2FZ

1. Welcome and Apologies – Katy Bourne

Katy Bourne (Chairman)	Sussex Police and Crime Commissioner	KB
David Munro (Chairman)	Surrey Police and Crime Commissioner	DM
Alison Bolton	Office of the Surrey Police and Crime Commissioner	AB
Mark Streater	Office of the Sussex Police and Crime Commissioner	MSt
Frank Ferguson	Chief Crown Prosecutor – South East (Vice-Chairman)	FF
Sam Newbould	KSS – Community Rehabilitation Company	SNe
Clive Davies	Surrey Police	CD
Tony Grant	Surrey Police	TG
Rob Harris	Surrey Police	RH
Mark Burden	HM Prison and Probation Service	MB
Jason Taylor	Sussex Police	JT
Till Sanderson	Sussex Police	TS
Dave Oakley	Sussex Police	DO
Stephen Fradley	HMP Ford	SF
Claire Mullarkey	HM Courts & Tribunals Service (Head of Crime)	CM
Dave Manning	HM Courts & Tribunals Service	DMA
Rob McCauley	Legal Aid Agency	RM
Emily King	West Sussex County Council	EK
Jo Player	Brighton and Hove City Council	JP
Tania Riedel	Sussex YOS	TR
Maralyn Smith	Victim Support	MS
Bruce Tippen	SSCJP Business Manager	BT
Lindsey Parris	SSCJP	LP

Observing:

Violet Hancock	High Sheriff (East Sussex)	VH
Davina Irwin-Clark	High Sheriff (West Sussex)	DIC
Kevin Smyth	Under Sheriff	KS

Apologies received from:

<i>Sarah Coccia</i>	<i>HM Prison and Probation Service</i>	<i>SC</i>
<i>Sam Goolding</i>	<i>Surrey Police</i>	<i>SG</i>
<i>Nick May</i>	<i>Sussex Police</i>	<i>NM</i>
<i>Simon Nelson</i>	<i>Sussex Police</i>	<i>SN</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>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>Anne Elgeti</i>	<i>NHS England</i>	<i>AE</i>
<i>Susanne Jarman</i>	<i>Citizens Advice – Witness Service</i>	<i>SJ</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>Andrea Saunders</i>	<i>HM Prison and Probation Service</i>	<i>AS</i>
<i>Gail Rogers</i>	<i>Surrey County Council</i>	<i>GR</i>
<i>Robin Brennan</i>	<i>HM Prison and Probation Service</i>	<i>RB</i>
<i>Manjinder Purewal</i>	<i>KSS – Community Rehabilitation Company</i>	<i>MP</i>

KB welcomed members to the collaborative session.

Declarations of Interest:

None received

2. Minutes and Rolling Action Log from previous meeting 5th December 2018

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

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

3. CJS Contingency Planning - Brexit

DMA referred to the guidance received from the Senior Officials Group highlighting the most common issues that are likely to arise and impacting on the normal business of the CJS as a result of Brexit.

DMA reported should an influx of work (mainly Magistrates Court business) arise as a result of Brexit. Magistrates, District Judges, Legal Advisors, court staff and Defence colleagues are all on standby should their services be required.

DMA added he has the contact details of key Police and CPS colleagues and he will be arranging a telephone conference with all partners to discuss contingency planning arrangements for Surrey and Sussex should they be required.

KB asked if there were plans to make more use of "Live Link" facilities should they be required. DMA reported Guildford Magistrates Court and Brighton Magistrates Court would be the designated courts for Surrey and Sussex and partners would use whatever facilities are available at the time and also be prepared for any eventuality.

MSt reported there is a local Surrey and Sussex resilience forum lead by Chief Superintendent Neil Honnor and asked if DMA is linked into this forum.

CM reported she is already in contact with Neil Honnor and Temporary Chief Superintendent Jason Taylor.

CD reported Surrey Police have enhanced teams in place ready to deal with any additional workload.

MS asked if any communications would be going out to Victim Support colleagues to understand what the response and expectations are from Victim Support.

DMA confirmed MS would be invited to join the telephone conference call to discuss further.

JT reported contingency plans, communication plan and a fluid framework are all in place.

4. SSCJP Partnership Achievements and Funding

BT thanked partners for their pledges for 2019/20 and reported the deficit for 2018/19 had now reduced to £2,000.

BT reported at the December 2018 Board meeting SSCJP directed a small group would meet to discuss the financial sustainability of the two partnerships to they can continue to deliver effective change and value for money and report back with a recommendation at this meeting. The current method for funding has left two annual shortfalls for Sussex Police Criminal Justice Branch that cannot be sustained further beyond March 2019.

Senior representatives from Surrey and Sussex OPCC's, CPS and Sussex Police proposed a solution where the following principles were applied:

- As a minimum the partnerships need to raise sufficient funds to support one Business Manager and one Support Assistant (full-time posts)
- This should be agreed through partner finances with forecasting over a 4 year period and linked to indexing (this will be reviewed annually)
- Partnership funding should be a pooled-budget enabling both partnerships to remain resilient with layered support functions i.e. each partnership would retain half a Business Manager post and half a Support Assistant post – an equivalent of one full time resource per partnership
- Financial arrangements should be built around the core organisations identified in Section 10 of the Police Reform and Social Responsibility Act 2011 assisted by commissioners namely:

PCC/Police Forces

CPS

Courts (HMCTS)

National Prison and Probation Service (HMPPS)

Contracted Probation Provider (CRC)

Youth Offending Teams (Upper Tier Local Authorities)

Other key commissioners: National Health Service (NHSE)

Proposal

The intention of the proposal is to support medium-term index-linked financial strategy planning whilst recognising funds would need to be agreed year-on-year. The proposal should be considered in conjunction with the (attached) paper summarising the recent achievements of the two partnerships.

Each statutory partner (S.10) should be invited to contribute £5,000 to each partnership with the exception of the combined PCC/Police contribution which should be £15,000 each for Surrey and Sussex. Youth Offending Teams will continue to be supported through upper-tier local authorities that should continue to be invited to contribute £3,000 each. NHSE and/or other NHS partners should be invited to contribute £5,000 to each partnership.

KB noted the good work and achievements of the two partnerships and suggested infographics should be used to visually articulate the achievements of the two partnerships going forward. **Noted**

KB asked partners to write into their budgets the suggested contributions whilst noting this would not be guaranteed expenditure. **Noted**

BT reported HMCTS had written to the partnership advising that it will be reducing its contribution down to £2,500 per partnership. BT suggested HMCTS may have treated Surrey and Sussex as one partnership rather than two separate partnerships as other LCJB's in the region have been allocated £5,000.

Action: KB and DM as Chairman of two separate partnerships to write to HMCTS to seek £5,000 per partnership as per previous contributions and in line with this proposal.

KB asked members if they were happy to support the funding proposal.

DM reported he was very much in favour of the proposal and acknowledged the good work of the partnerships and the support team.

DM has agreed to uplift the Surrey Police contribution to £15,000.

BT had received correspondence from Sarah Coccia confirming that HMPPS could commit to £6,000 but not the £10,000 as per the proposal.

SNE confirmed the KSS CRC contribution of £10,000 but noted that they could not currently commit to a four-year budget profile as they are dealing with the re-contracting process under Transforming Rehabilitation.

BT also noted the position from Christiane Jourdain – NHSE who is pushing for continued funding of £10,000.

MB reported NPS have a national framework to follow regarding funding and budgets but he would be happy to support and fund local projects where appropriate. **Noted**

There were no objections to the funding proposal. **Funding proposal agreed.**

Action: BT to invoice partners and report back on progress with the budget.

5. Victims and Witnesses

Vulnerable Witnesses – Video Links Sussex

DO reported from Jan 17 – Mar 19 there had been 1064 Section 51 notices issued to police officers to enable them to give evidence via remote video link rather than attending the court house in person. Prior to giving their evidence via video link an officer would spend on average up to 5hrs 30mins at the court house but now the average time for an officer to give evidence remotely has reduced to 45 minutes. Using remote video links has achieved approximately 5,054 hours or 631 days savings in wasted police officer time.

DO reported a remote video link suite for vulnerable witnesses is operating well in West Sussex with over 40 trials being heard from this suite.

DO added plans are well advanced to build a further 2 suites in central and East Sussex plus a standalone suite in a children's centre in Brighton.

Sussex Police will continue to make greater use of the live link suites and the development of additional business such as Section 28 going forward.

DO reported a vulnerable witness had given her feedback on how staff and the facilities at the West Sussex Suite had helped her give her evidence more effectively. To review the video clip click on link below:

<https://youtu.be/10WL4n-xdik>

DO reported Sussex Police and the Young Witness Service have engaged with a charity called Bright Spaces who specialise in designing child friendly witness suites. It is hoped Bright Spaces will come and view some of the live link sites in Sussex and offer advice how to make them more child friendly. Further updates will be reported back via the Sussex Victim and Witness Group.

DM asked if the remote sites are used for defence witnesses.

DO reported they could be but it is unlikely as the security and integrity of the site needs to be maintained for use by vulnerable witnesses. **Noted**

Surrey Live Links

LP reported three “live link” rooms had been installed across the Surrey Police estate at Guildford, Reigate and Staines Police Stations.

Staines Police Station was chosen as the pilot site and went “live” in January 2017 followed by Reigate Police Station in May 2018 but due to significant building works Guildford Police Station was unable to “go live” until February 2019.

Staines Police Station performance figures for the period 1st October 2018 to 31st December 2018 (Qtr3) show there were 96 trials (including some Crown Court trials) with 170 police witnesses being warned to give video evidence. Operational police time savings realised up to 918 hours by officers not having wasted journeys to court.

Reigate Police Station performance figures for the period 1st October 2018 to 31st December 2018 (Qtr3) show there were 33 trials with 69 police officers being warned to give video evidence. Operational police time savings realised up to 372 hours by officers not having wasted journeys to court.

Operational figures are based on the average time police witnesses spend at court which is estimated to be 5 hours and 30 minutes.

LP added Staines Police Station figures are higher than Reigate due to a large number of Guildford Police Officers travelling to Staines to give remote video evidence due to the building work delays at Guildford Police Station.

6. RASSO – Performance against objectives

Sussex

TS reported quarter 3 figures showed 41 cases were submitted to the RASSO Liaison Officer (RLO) for review. 5 cases (12%) were authorised first time by the RLO. Training is currently being rolled out within public protection departments to highlight current issues and RASSO champions have been appointed. Disclosure training is being delivered by ‘Red Snapper’ but will take 18 months to reach all staff. Improvements in file quality is anticipated next quarter.

Average days from date reported to date detected has reduced from previous quarters and an improvement can be seen.

The number of “live” RASSO cases under investigation currently stands at 1440.

JT noted most RASSO cases have bail conditions rather than RUI.

The solved crime rate has reduced from 7.9% to 5.7%

KB asked why HMCTS trial listings are going down.

DMA reported receipts for trials are not coming through and he raised concern that there could be a bottleneck of RASSO files waiting to come through to court. HMCTS need to be advised of likely business coming through to court to ensure the number of sitting days and the number of Judges required is not compromised.

FF also raised concern regarding a possible RASSO bottleneck.

RH confirmed there is a bottleneck of RASSO files in Surrey but local RASSO groups are working closely, liaising and updating partners as appropriate.

JT agreed to keep an eye on any RASSO bottlenecks in Sussex and update partners accordingly.

KS asked if the South East Circuit was short of Recorders.

CM reported there was not a lack of Recorders in the South East but there is a lack of District Judges in Civil Courts.

Surrey

RH reported the RLO post in Surrey was now a permanent position and he thanked the PCC for his support and funding.

Quarter 3 figures showed 16 cases submitted to RLO all of which required re-work. This was a lower rate of submission from previous quarters. The challenge still remains with disclosure standards in most cases. Disclosure training sessions for police detectives is complete and

improvements have been seen with less re-work per case. File sampling by CPS confirms correct decisions are being taken by the Surrey RLO.

The RLO is liaising with Detective Inspectors to impart knowledge around case file quality with an aim to present error free files 1st time.

The average days from date reported to date detected has reduced from 238 earlier in 2018 to 164. This figure has remained constant over the last 12 months with a rise in the previous quarter now levelling out.

The number of "live" RASSO cases under investigation currently stands at 444.

The solved crime rate has reduced from 7% to 6.5%

A panel looking at No Further Action cases has met to quality assure decision making processes. Following the first meeting panel members were satisfied with decisions being made.

KB raised concern that a 3 month right to review for victims was not long enough and she would like to see this raised to 12 months.

KB added she would speak to the Victim Commissioner about this issue.

TS reported the victims right to review in Surrey and Sussex is still looked at even if over 3 months.

DM reported he was very concerned to learn that no files had been authorised first time by the RLO in Surrey.

RH reported there is a strict regime and ambition to ensure all files received by the RLO are up to standard. The RLO will not submit any files to CPS if there issues. Disclosure still remains an issue but training and mentoring for officers remain ongoing.

RH added he is confident things are improving and the ambition still remains to get all files authorised by the RLO first time. What has improved is the amount of re-work required by the RLO which has reduced significantly and files are being submitted following re-work. On-going monitoring would continue.

MS reported there had been a drop in referrals for the Young Witness Service and she was concerned this could have an impact on future funding.

TS agreed to discuss this further with MS outside the meeting.

7. Management and Supervision of men convicted of sexual offence – HMIPPS Report

MB reported the Inspectorate report was very critical of the management and supervision of men convicted of sexual offences.

MB reported he was disappointed that the report did not acknowledge the complexities of modern day living including the increase in social media and the "dark" net (98% of internet use is on the "dark" net).

The figures for men under supervision stands at approximately 1,000 in Sussex and 400 in Surrey.

MB noted he had lost a lot of experienced staff due to changes to rehabilitation and new staff have less than 4 years of experience. However NPS have a clear approach, new processes are in place, systems are being stabilised and structured work with sex offenders will continue. MB added nationally accommodation still remains the biggest issue with too many offenders being released into inappropriate housing, hotels or B&B's (this is not happening in Surrey and Sussex). The SCJB Accommodation Event being held on 26th March should help identify and address some accommodation issues in Sussex.

DM asked if there were any re-offending statistics available.

MB reported the Sex Offender Treatment Programme evidence suggests there has been no change over the last 4 years.

MSt asked MB if he was confident processes are in place to manage the risk of sex offenders in Sussex.

MB reported there is excellent intelligence exchange between partners and home visits continue. The Oasis Assessment Tool and Arms Assessment Tool are currently being used but the Arms Assessment Tool is thought to be the better product. GPS tagging comes into effect from 1st April 2019.

AB noted were backlogs in the Arms Assessment Tool and asked if there was an improving picture.

MB reported the volumes are high and currently 2 assessments are having to be done rather than 1. NPS will continue to prioritise the management and supervision of men convicted of sexual offences in Surrey and Sussex.

8. Re-commissioning of Surrey and Sussex SARC's

No representative from NHSE present – Item held over to next meeting.

9. Enhanced Through the Gate

SNE reported the vision for Through the Gate is a whole system approach to the resettlement of service users and working in partnership to prepare people for release and ensure continuity of services between custody and the community.

TTG changes from 1st April 2019 include:

- Secure and maintain settled accommodation
- Gain employment – including giving advice about disclosure of criminal offences and supporting them into education and training
- Manage debt and their financial affairs – including supporting them in opening a bank account
- Have their health and addiction issues addressed and receive continuity of treatment upon release
- Support with any referral application process to other services in the prison and community
- Additional support for vulnerable groups

There will be three levels of service:

- Level 1 – This applies to **all service users** regardless of need and is focused around screening, resettlement planning and signposting
- Level 2 – This applies to **anyone with an identified need** and should be needs driven so would not apply to all offenders
- Level 3 – This applies to **anyone with any identified need(s) and additional complexity or vulnerability** foreign national offenders, women, young men, and those identified as otherwise vulnerable or complex

Additional funding will allow for consistency and a universal and bespoke service.

- Group work session to prepare for release and allow service users to discuss and plan for the realities of release on licence.
- Work to ensure access to qualified debt management provision through partnerships
- Improved liaison with partners to establish progress and discharge plans – including keyworkers, mental health, healthcare, substance misuse and education providers.
- Established community partnerships to support domestic abuse victims and sex workers on release
- Focus on continuity of service post release
- Joint Care Planning Approach for those with the most complex health, substance misuse and social care needs
- Additional time invested in meeting the needs of short sentenced and remand service users

All service users will leave custody with a personal release plan.

EK asked how the enhanced Through the Gate services had been articulated to local authorities and other providers to ensure services are not duplicated. EK suggested strategic dialogue maybe required and some performance reporting would be welcome going forward.

SNE reported when individuals are released back into the community there would be no change to current arrangements. Enhanced TTG changes would be carried out whilst the individual is still in prison.

DM asked how the CRC are dealing with the changes to universal credit.

SNE reported whatever arrangements are required for universal credit the details will go with the individual on release. TTG will be overseen by Lee Whitmore – Assistant Chief Probation Officer.

KB thanked SNE for his presentation.

10. National and Local Protocols – nCJB, PCC and LCJBs

KB asked members to note BT paper on the protocols and consider referencing them in our Terms of Reference (Constitution). **Agreed**

11. Partner Updates

MB reported NPS are subject to an inspection at the end May 2019 and some partners maybe contacted for reviews.

DM reported he had recently appointed Gavin Stephens as the new Chief Constable for Surrey Police and he looks forward to working with him.

DM reported premises had been secured in Leatherhead for the new Surrey Police Headquarters. DM added nothing will happen for several years and local policing will not be affected during the transition.

12. AOB

MS reported she would be leaving Victim Support in the summer and recruitment is underway for an Operations Manager.

MS noted Victim Support services would not be used in Surrey from 31st March 2019 but she was pleased to report Victim Support had won the contract to continue services in Sussex from 1st April 2019.

MS added she had worked for Victim Support for over 19 years and she thanked members for their support and their focus on victim and witness issues. She praised the work of the Young Witness Service and the tremendous impact and help it had provided for children giving evidence in court

Members thanked MS for all her hard work and her dedication to victim and witness issues in Surrey and Sussex. Members wished her well in her retirement.

Tony Grant from Surrey Police was awarded a certificate in recognition of over 50 years dedicated criminal justice service for the people of Surrey and significant contributions to the Surrey and Sussex Criminal Justice Partnerships since 2003.

The award was presented by the High Sheriffs of East and West Sussex.

TG is retiring at the end of June 2019.

Close – Katy Bourne

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

Next Meeting:

Wednesday 5th June 2019 – Surrey Police HQ, Mount Browne,