



**Bedfordshire Board Meeting
Conference Room 1, Kempston Police Headquarters
Tuesday 15th May 2018**

Attendees:

Clare Kelly, OPCC, Chief of Staff (Chair)
Bethan West, OPCC, Head of Victim Service and Community Safety Grants
Shirley Meehan, Area Manager Citizens Advice, Witness Service
Adrian Foster, Chief Crown Prosecutor, CPS Thames & Chiltern
David Williams, Contract Manager, LAA
Marcel Coiffait, Chief Executive, CSP Representative
Alison Harding, Head of NPS, Bedfordshire
Doug de St Aubin, BeNCH CRC
Sharn Basra, Detective Chief Superintendent, Bedfordshire Police
Helen Clayton-Hoar, Governor, HMP Bedford
Russ Waterston, Superintendent, Criminal Justice & Custody, BCH (Skype)

Support:

Dominic Baker, Deputy Strategic Business Co-Ordinator, BCH CJB
Beverley Brooks, PA to BCH CJB

Apologies:

Kathryn Holloway, Police and Crime Commissioner
Pat Jennings, YOS
Marianne Vits, Strategic Business Co-Ordinator, BCH CJB
Mike Marren, Head of CJ and Custody, BCH
David Collins, Youth Justice Strategic Manager, Luton YOS
Gary Forsyth, Deputy Chief Constable, Bedfordshire Constabulary
Sheila Forder, VARAC
Suzanne Gadd, Clerk to the Justice, HMCTS
Julie Maddocks, OPCC
Marc Hodges, Project Manager, OPCC
Jim Binyon, Performance Office, BCH CJB

PART 2 ~ CLOSED

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NO	TITLE	MINUTES	ACTIONS
1.	Welcomes and Apologies	The Chair welcomed everyone to the meeting. Apologies received were conveyed.	
2.	Minutes from 20 th	Minutes were agreed.	

	March		
3.	Matters Arising	<p>See action list.</p> <p>Action – JB / SB – warrant numbers to be fed back on following Athena implementation</p> <p>Action – DB – find if the practice of OIC attending court and other officers via live link has been formally written</p> <p>Action – SB – hate crime report</p> <p>Action – BB – invite Kevin McGetrick to the meeting to give an update in training around the Hub</p> <p><i>Agenda</i> – discussion regarding a deputy chair</p>	<p>Jim Binyon / Sharn Basra</p> <p>Dominic Baker</p> <p>Sharn Basra</p> <p>Beverley Brooks</p>
4.	Op Qualis & AoJ Update	<p>SB – there are slight improvements from the last quarter for Magistrates Court but not Crown Court.</p> <p>Surprising that although the CC figures are down the convictions have dropped.</p> <p>Overall, V&W issues are being battled within the Emerald team</p> <p>Revision to training for new recruits – file quality is included.</p> <p>SB attends a meeting which reviews failed cases – all areas have to feedback their reasons and any challenges.</p> <p>SB explained that Nathan Briant, following implementation of Athena, will be implementing a 3 strike system which will lead to them being put in front of SB; there will be a 1 month grace between Athena and this system being put into place</p> <p>SB has spoken with Nathan Briant regarding AoJ: AOJ are an administrative function, not a case review group. They will not comment on the quality but will make comments on missing files prior to being sent to CPS.</p>	
5.	Homelessness Reduction Act	<p>Discussed at Reducing Re-Offending group</p> <p>MC - Legislation changed at beginning of April – they have seen 100% increase in homelessness – the supply has been swamped</p> <p>AH – a suggestion of mapping the provision available</p> <p>CK – Paul Ailing was completing a report on the demand</p>	

		<p>on housing</p> <p>Action – CK / BW – review mapping exercise for housing</p> <p>There is work being done amongst housing authorities – there was an agreement that there was a need to ensure that communication is taking place between partnerships to ensure that there is no replication of work</p> <p>Action – MC – speak with the heads of housing across the 3 districts regarding a housing meeting – feedback to CK</p> <p>Action – CK – speak with Chief Execs around a group involving the heads of housing</p>	<p>Clare Kelly / Bethan West</p> <p>Marcel Coiffait</p> <p>Clare Kelly</p>
6.	Reducing Re-Offending Group	<p>Minutes circulated</p> <p>Housing is already part of the agenda and will be discussed further</p>	
7.	Victims & Witnesses Board	<p>Minutes circulated</p> <p>AH – manager who covers BeNCH area – made links with the new victims hub and is talking about putting in one of the victims liaison officers at the hub to create a link between the partners</p>	
8.	PPMG Update	<p>The previous agenda, minutes and performance report were circulated to the group for discussion.</p> <p>AH raised concerns around the figures for on the day reports – the legal advisors are up and running now to ensure these are completed</p> <p>File review: DB asked if the file numbers reviewed are the same continuously or if it is only a certain percentage of cases are reviewed.</p> <p>Action – JB – add to Exec report – those released from prison to Bedfordshire</p> <p>Action – CK – POCA information from JPS</p> <p>Action – BW – creation of a one page delivery action plan</p> <p>DdSA explained the guidelines on monitoring SSOs (Suspended Sentence Orders): breach guidelines will be active as of October 2018.</p> <p>AH explained that NPS do not recommend SSOs.</p> <p>Action – add SSOs to exec report (HMCTS data?) – DB</p> <p>Action – AH – NPS tracking of SSOs</p>	<p>Jim Binyon</p> <p>Clare Kelly</p> <p>Bethan West</p> <p>Dominic Baker</p>

		<p>Action – Youth re-offending rates to be added (included in Thames Valley)</p> <p>DB explained to the members that there will be a delay in police data due to Athena implementation.</p> <p>Action – JB – monitor and report to the board on the implementation of Athena</p>	<p>Alison Harding</p> <p>Jim Binyon</p> <p>Jim Binyon</p>
9.	Virtual Court and Live Link	<p>Went live with remand from Kempston on 16th May; the numbers going through were being managed on a day to day basis. The Virtual Court Detention Officer (VCDO) was being training at the time of the meeting to be the dedicated officer within Kempston.</p> <p>The job advert had been put up and would close week commencing 21st May for a VCDO in Luton.</p> <p>Good news: there has been volume going through to Luton court as well as other areas such as Brighton.</p> <p>Protocol has been agreed between police and courts – there is no impact in CPS. There has been no feedback from CPS regarding any problems – only thing that has been raised has been the speed of files from CMS to the prosecutor.</p> <p>Action – DB – review court store for CPS access to files</p> <p>AH assured the group that there had been no problems for NPS as a fix is in place.</p> <p>BW – is there a capture of financial savings?</p> <p>DB – there is a financial saving under the PECs contract – the cost of transportation is £161 per movement per prisoner – this includes from custody to courts</p> <p>There will be a 6 month review to give feedback on the improvements taking place for all partners.</p>	<p>Dominic Baker</p>
10.	Appropriate Adult Scheme (Sunderland)	<p><i>Agenda</i> – Karina House is reviewing this at a local level</p> <p>Action – RW – who will be the new lead taking over from Karina House</p>	<p>Russ Waterston</p>
11.	BCH CJB Secretariat Review	<p>RSM have been commissioned to conduct a review of the CJB support team. This will include the increasing demands on the teams' services since inception which is also linked to the numbers of meetings that the team support across BCH and differ from force to force.</p> <p>The review team are in the process of speaking to key</p>	

		<p>stakeholders and will present their draft findings to TACC Weatherill/ACC Briant when complete at which time they will also be shared with the CJB Chairs.</p> <p>It is foreseen that the draft should be completed by the end of the month.</p>	
12.	Correspondence	None	
13.	A.O.B	<p><u>DW</u> Explained the new payment system for Legal Advisors within Crown Court started prior to April. Felt this could lead to 100+ individuals refusing to take further cases. If these refusals continue there will be a number of impacts to the executive report and many barristers refusing to take return cases.</p> <p>If there is any feedback contact DW</p> <p><u>AH</u> Job of MAPPA co-ordinator has just gone live on civil service website; this is an NPS job however it does not require a probation qualification.</p> <p>BW suggested that it be sent to the secretariat so this goes to the correct individual for circulation.</p>	
14.	Date of Next Meeting	Tuesday July 10th, 14.00 – 16.00, Kempston HQ, Conference Room 1	