








CAMBRIDGESHIRE

CJS Efficiency Programme Adoption Level Matrix 2012-13

Component		0 None/ Marginal	1 Tentative	2 Partial	3 Substantial	4 Full digital working	Agencies involved
1	Police and CPS transfer digital prosecution file (DPF) electronically between one another Preferred method is structured data across exchange link but, in agreement with Police, via SeM and in all cases with CCTV/audio evidence in appropriate electronic format for use in court		25% of all case files being transferred electronically.	Significant volume, 50% of all case files, being transferred electronically.	Substantial volume, 75% of all case files being transferred electronically.	Electronic receipt of over 90% of all case files. Paper by exception.	Police, CPS

Component			0 None/ Marginal	1 Tentative	2 Partial	3 Substantial	4 Full digital working	
2	<p>Police and CPS work together digitally to prepare the case. (TOR for achievement assessments by National Prosecution Team Attached below)</p>  <p>H:\CMS Documents\Terms of Reference C</p>	<p>Charging, Production of a Quality File - Compliance with National File Standard (NFS) and Modernising Charging joint delivery measures being met</p> <p><i>Annex A SP Guidance and Annex C July 11 Manual of Guidance contain full compliance details</i></p>  <p>H:\CMS Documents\annex A - SP file d</p>  <p>H:\CMS Documents\NFS summary -Ann</p>	<p>File build not compliant with SP/NFS:</p> <ol style="list-style-type: none"> 1. Anticipation of plea is incorrect in all cases, and/or 2. No evidence of any police supervision in all cases, and/or 3. Poor and inaccurate MG5 case summaries, and/or 4. Poor and inaccurate interview summaries, and/or 5. Incorrect identification of key and non-key evidence in all cases, and/or 6. All key and non-key statements included, and/or 7. ROTIs provided in all cases, and/or 8. MG6c/unused material schedules included in all cases in advance of first hearing and NGP being entered <p>Modernising charging joint delivery measures standards not being met.</p> <p>No file review by CPS in advance of first hearing.</p>	<p>Only 25-49% of file builds in accordance with SP/NFS and the shortcomings are such they undermine the value of the work and/or the strength of case.</p> <p>➤ Improvement of failure criteria as set out in numbers 1-7 so that 25-49% of cases now meet compliance standards</p> <p>Modernising charging joint delivery measures standards not being fully met.</p> <p>Not all files reviewed by CPS in advance of first hearing.</p>	<p>Only 50-74% of file builds in accordance with SP/NFS but shortcomings are relatively minor and do not undermine the files nor strength of the case entirely.</p> <p>➤ Improvement of failure criteria as set out in numbers 1-7 so that 50-74% of cases now meet compliance standards</p> <p>Modernising charging joint delivery measures standards fully met.</p> <p>Files reviewed at most once by CPS in advance of first hearing.</p>	<p>Only 75-90% of file builds in accordance with SP/NFS but shortcomings are minor and strength of case is not undermined.</p> <p>➤ Improvement of failure criteria as set out in numbers 1-7 so that 75-90% of cases now meet compliance standards</p> <p>Modernising charging joint delivery measures standards fully met.</p> <p>Over 90% of files reviewed at most once by CPS and no unnecessary additional reviews before trial.</p>	<p>Over 90% of file builds are in accordance with SP/NFS.</p> <p>Modernising charging joint delivery measures standards fully met.</p> <p>Over 90% of files reviewed at most once by CPS and no unnecessary additional reviews before trial.</p>	POLICE / CPS

Component			0 None/ Marginal	1 Tentative	2 Partial	3 Substantial	4 Full digital working	Agencies involved
3	Police transfer of traffic case information to the courts electronically via for example Secure eMail.		Little or no electronic transfer. Poor data quality being transferred across. Reliance on paper	Limited number of cases transferred electronically (25%) e.g. anticipated GP cases only	Significant number, of cases transferred electronically (50%), e.g. anticipated GP cases only and some NGP cases	Substantial number of cases transferred electronically (75%), e.g. most files, anticipated GP and NGP cases	Electronic receipt of over 90% of all information that can be digitised. Paper by exception	Police, Courts
4	CPS transfer cases digitally to Courts and NOMS  H:\CMS Documents\COMPONENT 4 - OCT	4a Service of digital prosecution file Magistrates Court	Either majority of case files are served by paper with minimal or none digitally or majority fail to meet minimum standards for quality and timeliness of transfer as set out in attached paper	25% of case files meet quality standards, are served using electronic means and received prior to hearing in accordance with local SLAs. Some material still needs to be viewed on, separate, physical media e.g. CDs, video tapes etc	65% of case files meet quality standards, are served using electronic means and received prior to hearing in accordance with local SLAs. Some material still needs to be viewed on, separate, physical media e.g. CDs, video tapes etc	All case files meet quality standards, are transferred using electronic means and received prior to hearing in accordance with local SLAs. Some material still needs to be viewed on, separate, physical media e.g. CDs, video tapes etc HMCTS NOMS	All case files meet quality standards , are transferred using electronic means and received prior to hearing in accordance with local SLAs. All evidential material such as CCTV, photos and audio also served using electronic means	CPS, Courts, NOMS

Component			0 None/ Marginal	1 Tentative	2 Partial	3 Substantial	4 Full digital working	Agencies involved
		4b Service of digital prosecution file Crown Court	Either majority of case files are served by paper with minimal or none digitally or majority fail to meet minimum standards for quality and timeliness of transfer as set out in attached paper	25% of case files, served electronically, meet minimum standards for quality and timeliness of transfer as attached (Separate media just for complex cases).	50% of case files, served electronically and meet minimum standards for quality and timeliness of transfer as attached (Separate media just for complex cases).	75% of case files, served electronically and meet minimum standards for quality and timeliness of transfer as attached . (Separate media just for complex cases).	Over 90% of case files served electronically and meet minimum standards for quality and timeliness of transfer as attached (Separate media just for complex cases).	CPS, Courts, NOMS
5	Digital file as the only file in the office for CPS, Police, Courts and NOMS Target set for CPS only	All preparation, case management, case progression and review of case evidence is carried out on a digital prosecution file.	None or limited working electronically with majority of case preparation, progression and review (reading of evidence, court papers and applications) on paper NOMS	25% of cases prepared, managed and reviewed, on a digital prosecution file with reducing paper usage CPS , HMCTS	50% of cases prepared, managed and reviewed, on a digital prosecution file with reducing paper usage	Substantial number of cases, 75%, prepared, managed and reviewed, on a digital prosecution file, with limited paper usage POLICE	Over 90% of case preparation, reviews and case management, completed on an electronic case file. Paper by exception.	CPS, Police, Courts, NOMS
6	Digital working in the court environment by all agencies/parties  H:\CMS Documents\COMPONENT 6 STAN	All agencies working electronically in the courtroom as per the attached standards. Paper by exception	No use (or very limited use) of laptop/tablet or similar device. NOMS HMCTS	25% of cases worked as per attached standards	50% of cases worked as per attached standards CPS	75% of cases worked as per attached standards	All cases worked as per attached standards. Paper by exception	CPS, HMCTS, NOMS

Component			0 None/ Marginal	1 Tentative	2 Partial	3 Substantial	4 Full digital working	Agencies involved
7	Increasing the use of Video Technology	7a Prison to court video links (PCVL)	Little use of existing equipment or no equipment installed in Courts, prisons (Adults) or secure establishments (Youths). None or low utilisation.	Equipment installed at all courts. Less than 25% of eligible matters heard via link. Equipment available in prisons but limited use (Adults), and secure establishments, with limited use (Youths)	25%-60% of eligible matters heard via link. Equipment available in some prisons and used routinely (Adults) and secure establishments (Youths) and used routinely	Equipment routinely used for 60%-85% of eligible hearings.	Routine use for eligible hearings, more equipment installed if necessary and plans drawn up for increased utilisation	Courts, NOMS
		7b NOMS and YOT Offender Management Video conferencing (Adult and Youth)	Little use of existing equipment or no equipment installed in probation offices or in YOT offices. None or low utilisation.	Equipment available in some probation offices but limited use (Adults), or in YOT offices or secure establishments, with limited use (Youths)	Equipment available in some probation offices and used routinely (Adults) – also in YOT offices and used routinely (Youths)	Equipment available for use by all offender managers and used for all suitable offender management interviews up to existing capacity (Adults) – the same for YOT officers for Youths	Routinely used for suitable offender management interviews, having installed more equipment if necessary	NOMS, YOTS

Component			0 None/ Marginal	1 Tentative	2 Partial	3 Substantial	4 Full digital working	Agencies involved
		7c Live links <i>An aspirational level (not a target) for 1 April 2013 has been set to achieve progress against the above new initiative. This will be tracked through the monthly reports</i>	No equipment installed or little use of existing equipment. Project started POLICE	Equipment installed in at least one police station linked to one court. to support 25% of applications for live links for all eligible cases.	Equipment installed in more than one police station or additional equipment installations to support 50% of applications for live links for all eligible cases	Equipment installed in more than one police station with equipment or additional equipment installations to support 75% of applications for live links for all eligible cases	Routine use for eligible hearings, applications for live links for all eligible cases more equipment installed if necessary (100%)	Police, Courts
		7d Virtual Courts (where applicable i.e. where primary legislation applied for and granted) <i>An aspirational level (not a target) for 1 April 2013 has been set to achieve progress against the above new initiative. This will be tracked through the monthly reports</i>	No equipment installed or little use of existing equipment. Project started POLICE	Equipment installed in at least one police station linked to one courtroom. Limited or moderate use of equipment. Less than 25% of eligible cases.	Equipment installed in at least one police station linked to one or more courtrooms. Moderate use of equipment. 50% of eligible cases.	Equipment installed in at least one police station linked to one or more courtrooms. Substantial use of equipment. 75% of eligible cases.	Over 90% of Video in place and used in over 90% of eligible cases.	Courts, Police, NOMS
8	General correspondence and service of case papers with Defence representatives all via SeM.		No or minimal usage of Secure eMail with Defence representatives	25% of total of defence representatives in area engaging digitally via Secure eMail	50% of total of defence representatives in area engaging digitally via Secure eMail	75% of total of defence representatives in area engaging digitally via Secure eMail	Over 90% of total of defence representatives in area engaging digitally via Secure eMail	Police, CPS, NOMS

Component			0 None/ Marginal	1 Tentative	2 Partial	3 Substantial	4 Full digital working	Agencies involved
9	Digital Archiving and Storage	<p>Archiving and storage of basic first hearing case file completed electronically.</p> <p><i>For the Police an aspirational level (not a target) for 1 April 2013 has been set to achieve progress against the above new initiative.</i></p>	<p>All archiving and storage of basic first hearing cases is in paper form.</p> <p>NOMS</p>	<p>Electronic archiving and storage for 25% of all first hearing case files</p>	<p>Electronic archiving and storage for 50% of all first hearing case files</p> <p>POLICE< CPS< HMCTS</p>	<p>Electronic archiving and storage for 75% of all first hearing case files</p>	<p>Over 90% of all first hearing case files archived and stored electronically</p>	<p>All agencies</p>