

Terms of Reference

Protocol for the Cambridgeshire Criminal Justice Board (CCJB)

CCJB Vision

‘Making justice work through partnership’ - CCJB has a vision of partnerships delivering an effective Criminal Justice System for Cambridgeshire, focusing on the service given to Victims and witnesses of crime. Prevention and rehabilitation of offenders will reduce crime by reducing re-offending. The CCJB will work to engage with the public of Cambridgeshire ensuring confidence in the local criminal justice system.

Reviewed December 2012

The Priorities of the CCJB:-

The five priorities set out below have been agreed provisionally at the CCJB meeting in October 2012, however taking into account the spirit of the Section 10 of the Police and Social Responsibility Act, the Board wishes to take into account the priorities of the Police and Crime Commissioner’s - Police and Crime Plan 2013/14 when published, in order to ensure, so far as is possible, a consistent and harmonious approach to delivery.

Efficient and Effective Justice System:-

We will work together to improve the effectiveness and efficiency of our processes within the CJS locally, draw specific focus to the most serious offences, and enforce all orders of the courts. We will work together through modernisation and co-ordination of IT systems, and streamlined processes to improve the workflow efficiency and timeliness of the local CJS.

Reduce Re-offending / Reduce Crime:-

The Cambridgeshire Reducing Reoffending Strategy outlines a high level commitment to support and develop the pathways that contribute to reducing reoffending to support the rehabilitation of offenders in Cambridgeshire. The Integrated Offender Management (IOM) is one key approach to achieve these aims in Cambridgeshire, which gives priority to those who commit the highest volumes of crime in the county. It includes a wide portfolio of interventions provided by the Police, Probation Service and Youth Offending Teams which seek to prevent or reduce re-offending. In addition CCJB supports and encourages the counties Councils and all voluntary organisations to provide offender accommodation and employment opportunities throughout the whole county. The CCJB will work cooperatively with the Health Service to provide improved early screening of offenders, demonstrating mental health issues referring them into other interventions or appropriate diversions from custody.

Victims and Witness - Service Delivery:-

We will improve victim satisfaction with the service provided by the all the criminal justice agencies, and we will also improve the experience of all victims and witnesses supporting

the criminal justice system in Cambridgeshire with particular focus given to protecting vulnerable or intimidated individuals, by early identification and offering special measures.

Engage Stakeholders / Community Confidence:-

The CCJB will engage all wider stakeholders and partners in the local landscape of Cambridgeshire who also work to reduce crime, support victims and rehabilitate offenders. We will improve the public's confidence in the local CJS by sharing the key messages about fairness and effectiveness through all available media.

Make best use of Resources / Value for Money

To ensure the delivery and support for the front line resources of the collective Criminal Justice agencies to service and administer justice in Cambridgeshire, whilst reviewing expenditure to ensure value for money is achieved.

Governance:-

CCJB Role:-

The role of the Cambridgeshire Criminal Justice Board is to bring together the key partners and senior representatives of each of the CJ agencies in the county collaboratively to provide the best possible service to the public of Cambridgeshire at delivering justice. The CCJB is tasked with the delivery of the aims laid out in the latest Government white paper - Swift and Sure Justice.

Governance of Local Initiatives:-

Over the last five years the CCJB has agreed to take on the responsibility of being the highest level of governance for a number of strategic or risk management schemes in Cambridgeshire.

Multi Agency Public Protection Arrangements (MAPPA):-

The Police, Probation and Prison Services form the Strategic Management Board for ensuring robust arrangements are in place to manage sexual and violent offenders who may present a high risk of serious harm. The MAPPA SMB reports its business plan and Annual Report to the CCJB. The CCJB will work collaboratively to ensure the joint agency risk management processes of the MAPPA Responsible Authority are delivered in the county effectively.

Integrated Offender Management (IOM):-

The CCJB will continue to be the shared governance for the sustainability of IOM for Cambridgeshire. It will receive regular update reports on progress of activity and delivery of impact on the reduction of re-offending rates of the cohort of offenders involved on the Scheme.

Specialist Domestic Violence Courts (SDVC):-

The CCJB will continue to monitor the local Domestic Violence caseload for performance against the outcomes for prosecutions, learn lessons from lost cases and ensure the victim supportive services continue to exist, including Independent Domestic Violence Advisors (IDVAs) and Multi Agency Risk Assessment Conferences (MARACs).

Principles of Good Governance:-

Cambridgeshire Criminal Justice Board is determined to implement the six core principles of good governance structures, these being:-

1. Developing the capacity and capability of the Board to be effective.
2. Engaging with stakeholders and making accountability real.
3. Performing effectively in clearly defined functions and roles.
4. Taking informed, transparent decisions and managing risk.
5. Focusing on the Board's purpose and on outcomes for the public and service users.
6. Promoting positive values for the whole CJS and demonstrating good governance by behaviour.

The governance structure of each CCJB sub-group having a senior representative leading, ensures full accountability for delivery and robust management. The multi-agency groups work on the action plans they have developed to achieve the objective for their subject. The group then reports via the senior representative to the main CCJB for escalation of issues or expenditure requests to support delivery.

Terms of Reference

- The Chair of the CCJB shall serve 3-year tenure, with the opportunity to change should the need arise due to subsequent change of members.
- CCJB members can request a change of Chair, with a majority vote to elect a new Chair.
- The CCJB shall meet on a bi-monthly basis, scheduled and booked in advance with all members.
- If a member is not able to attend, a deputy should be appointed where possible to support the productivity of the forum.
- The CCJB members will appoint an appropriate senior representative to attend the CCJB sub-groups to ensure partnership delivery and activity can be made to progress on CCJB priorities or project implementation.
- The CCJB shall, if possible, consult with the Community and wider stakeholders on major new initiatives in advance of their implementation. It is accepted that frequently the timeframe will not allow for comprehensive consultation; in these cases the CCJB support team will ensure that all relevant parties will have the opportunity to comment at a later date.
- The CCJB should give consideration to all its sub-group memberships' opinions at the earliest possible opportunity and respond either through the Chair, SRO or Chairman of the sub group relevant.
- The CCJB support team will carry out structured assistance to the delivery and smooth running of the CCJB and its sub-groups.
- The CCJB Development Manager role will give assistance to the project management and delivery of the on-going programme of work to support the CCJB priorities when appropriate.
- The CCJB support team will provide CCJB and its subgroups with relevant papers prior to the meetings and record formal minutes for sharing following the meeting.

Rules of Engagement:-

Partnership Working - Professional Courtesy:-

To ensure the CCJB partnership will pay attention to its priority to improve the public's confidence in the local CJS and operates with appropriate professional courtesy. Consideration will be afforded at all times to the content of any media information, which could show a partner organisation in a negative light. The detail of the release should be checked with the partner agency to afford them the opportunity to confirm accuracy, or respond accordingly. If a CCJB member considers that it is necessary to be publically critical of another member or their agency (which could cause reputational damage), this approach ensures that accuracy and professional courtesy is observed.

The CCJB will operate in an environment of supportive partnership, whilst recognising that the performance and activity of each agency needs to be open and accountable to one another, also wider internal inspection regimes and external public interest, such as Freedom Of Information (FOI) requests.

Engaging Stakeholders:-

The CCJB will be the principal forum for the Criminal Justice System partners to engage with the other relevant Strategic bodies in Cambridgeshire. The PCC¹ will have a growing and vital role in ensuring that the work of the Community Safety Partnerships (CSPs) is co-ordinated and offers an important potential bridge to other strategic groups, such as the Health and Wellbeing Board and County wide Community Safety Board. The importance of this engagement is recognised, however all members of the CCJB are encouraged to engage with the broader partnership landscape across Cambridgeshire, in support of the shared CCJB priorities.

Observing Independence:-

To ensure all engaged parties are able to observe their need for institutional, office or individual independence - including but not exclusively the Resident Judge, District Judges, Justice Clerks, Magistrates, Crown Prosecution Service (CPS) colleagues, Police and Crime Commissioner (PCC), wider Her Majesty's Courts and Tribunal Service staff (HMCTS) and Defence Solicitor practice colleagues - the following should be upheld:-

- 1) All independent office holders attending the CCJB should, at all times, take care that their conduct, whether private or official, does not undermine their taken oath of independence and impartiality.
- 2) Partnership discussions may include informative explanation about the sentencing and court room processes to administer justice in Cambridgeshire; however any feedback about a sentence passed on an individual case should be directed to the Sentencing Council for consideration.
- 3) The Head of Crime for HMCTS, Chief Crown Prosecutor for Cambridgeshire and Resident Judges of Cambridge and Peterborough Crown Courts will be the liaison contact with the Office of the PCC.

¹ Police and Social Responsibility Act, Section 10, subsection 3

Reference - context has been taken from the Senior Presiding Judge, Lord Justice Goldring's "Guidance on Working with Police and Crime Commissioners" - November 2012.

Confidentiality:-

The CCJB meetings are held as Closed Part 2.

Protecting confidential information is important and CCJB members and attendees will be present when confidential information is disclosed or discussed, or given in written form. This can take the form of offender details or embargoed information which is necessary to share or monitor as part of performance management.

CCJB members will observe the rules of confidentiality and permission should be sought from the CCJB members and the 'owner' of the confidential information before it is shared more widely or publicised.

List of Criminal Justice Leaders responsible for fulfilling the Terms of Reference and the delivery of the required activity:

<u>Name</u>	<u>Organisation (if any)</u>
Simon Parr	Chief Constable Police, Chair of the CCJB
Frank Ferguson	CPS Deputy Chief Crown Prosecutor
Joy Coles	HMCTS Area Director
John Budd	Chief Executive, Cambridgeshire Probation Trust
Tom Jefford	Cambridge Youth Offending Team
Roy Stevenson	Governor HMP Littlehay
Danyah Aboujieb	Legal Services Commission
David Padgett	Victim Support for Cambridgeshire
Sian Jones	Justice Clerk Cambs and Essex
Sue Lammin	CSP, Huntingdonshire DC
Jeanette Powell	The One Service, Director
Sir Graham Bright	Police and Crime Commissioner
Anthea Dodson	Cambridgeshire Police Criminal Justice
Andy Juden	Governor HMP Whitemoor
Heather Denny	Cambridgeshire Criminal Justice Board
Jim Binyon	Cambridgeshire Criminal Justice Board
Marianne Vits	Cambridgeshire Criminal Justice Board

Signed on behalf of the CCJB,

Simon Parr, Chair of the CCJB and Chief Constable.

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