

Cambridgeshire Constabulary Department of Criminal Justice 2013/2014 Strategic Statement and Delivery Plan

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Business Owner: D/Supt Crime Business Area

**The strategic objective of the department is to ensure the effective and efficient delivery of the prosecution of offenders, working in partnership in collaboration and Key Stakeholders.
At all times the activities underpinning the strategic objective shall be complementary to the PCC crime plan.**

The purpose of this plan is to capture and present the delivery of the overarching

The strategic statement will be underpinned by the following strands of delivery.

1. Providing and effective and efficient CJU process
2. Ensure the development of effective relationships with Key stakeholders
3. Identify thematic areas and issues for development
4. Provide guidance and training of best practice to improve effective delivery of the prosecution of offenders
5. To ensure capture of Government directives, legal changes and innovative solutions to achieve the strategic objective of the Department

1. Providing and effective CJU process

Task	Target/outcome	Timescale	Lead	Current position RAG	Development Plan update
Electronic transfer of Magistrate cases	Complete digital transfer wherever possible	March 2014	A Dodson	Green	Everything that is in electronic form (except CCTV) is transferred digitally via secure email Not for Remand Cases yet
Electronic transfer of Crown Court files	Complete digital transfer wherever possible	March 2014	A Dodson	Green	Early Guilty Plea scheme being trialled. Committal for sentence already done Other Crown Court cases in development.
Electronic transfer of Antecedents	To enable electronic transfer of Antecedents via email	July 2013	A Dodson	Green	Sent via email to Crown Court from January 2013 then agreed in July that CPS would receive them electronically
Implementation of Victim's Code in Witness Care	To ensure compliance with Victims Code when adopted	Sept 2013	A Dodson/P Heath	Yellow	Draft Code received and evaluated alongside current processes Victim Mapping Day 19 July 2013 Interagency meeting on 13.9.13 to identify gaps and performance measures. P Heath has identified the processes associated with the new Victim Code
Effective management of Conditional Cautions	To complete a list of conditions to enable effective	Sept 2013	A Dodson/P Heath	Yellow	Anger Management – Paul progressing – awaiting Mental Health update Victim Awareness – Anthea to progress

	outcomes for victims				Assessment of adjacent Counties conditions – Paul to progress Drug referral – establish contact process – Paul to progress Alcohol referral – establish contact process – Paul to progress
Effective management of Warrants	To ensure the outstanding FTA warrants are relevant and managed effectively	March 2014	A Dodson/M McFadyzean		Audit of A grade completed Audit of B and C grade completed List produced for Courts to carry out a review of cases where the law has changed and case can be proved in absence therefore withdrawal of warrant Removal of Not Known warrants by returning to Districts – to be completed by end July Decision made to allocate the Not Known to IMU to do further research and task out further enquiries. This work to start on 9.8.13
Implementation of ROTI production by CJ staff	To ensure compliance with timeframes re producing a ROTI	October 2013	A Dodson/M McFadyzean		Following through the Digital Interviewing machines being put into cell blocks and other areas of the Force, a new process of sending both master and working copies to the Tape Library has been introduced. When all the machines are installed the process of requesting a ROTI will be changed to CFPOs requesting rather than the OIC
Implementation of Centralised Traffic Courts in Cambridgeshire	To enable a streamline process for traffic cases and to free	March 2014	A Dodson		Initial agreement for a centralised court from September. Working with Beds and Herts to maximise potential to streamline the cases –

	up valuable time for Case Progression on Crime Cases				workshop 10 Sept LIT in place involving all three counties and all agencies
Specified Offences Prosecution	To enable police to prosecute low level offences as well as traffic	March 2014	A Dodson		Awaiting information from pilot areas before moving forward with this. LIT in place
Out of court disposal and Code G fingerprints , photographs and DNA	To ensure that in all appropriate cases process and facilities are in place to ensure that all relevant samples are taken	Update for 2013	Driven by Laura Hunt and Fran Jones as mini project		For periodic updates and tracking of progress First 6 rooms being set up but only those outside custody suites to have Livescan
Out of court disposals	To provide a cohesive understanding of a process to ensure that all strands of out of court disposals are appropriately applied.	Sept 2013	A Dodson / D Steward		As is situation to be fully mapped, then enhanced and briefed Drug and Alcohol referrals to be finalised and disseminated. Meeting 12.8.13 Further meeting 26.9.13
Identify efficiency savings	To find collaborative and innovative ways of delivering CJ in order to meet the Constabularies budgetary	ONGOING	A Dodson		To be tracked in CBA SMT Witness Care vacancy identified as saving following centralisation of team.

	challenges				
Live Links	To enable police officers to give evidence over a link to enable them to carry on duties as soon as possible. To enable victims and witnesses to give evidence over a link.	March 2014	A Dodson/M Vitts		Meeting with Estates and Business Manager identified rooms Meeting with IT to scope capacity to kit rooms Business case being completed Input to Territorial Policing SMT to identify SPOCs for rooms.
New Digital File initiative	Pilot for Street Offences using new MG5	October 2013	A Dodson/A Gipp		Pilot set by National Prosecution Team – accepted by CC. Initial meetings with CPS and Courts to identify pilot site and issues Go live date amended from 30.9.13 to 14.10.13 but dependant on new MG5 being received and put on the Wizard by 27.9.13

2. Ensure the development of effective relationships with Key stakeholders

Task	Target/outcome	Timescale	Lead	Current position	Development Plan update
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File Quality Meetings	To improve file quality in partnership with CPS colleagues	March 2014	DS Mylchreest		Regular meetings held every 6/8 weeks
Implementation of National File Standards	To ensure compliance with National File Standards	Dec 2013	DS Mylchreest		Email sent to all officers including guidance and the document
Force CJ Meeting	To enable Crime Managers to be updated with new legislation and to discuss file quality issues	Ongoing	DS Mylchreest/A Dodson		Meeting set up to take place between the Polcie/CPS File Quality meetings
CCJB Delivery Board	To work with Partner Agencies to implement change directed by Government	Ongoing	A Dodson		
CCJB Victim and Witness Board	To work with Partner Agencies to ensure that Victims and Witnesses are updated and supported through the life of the case	Ongoing	A Dodson		
CPS moving from Justinian House to Norwich and Chelmsford	To work with CPS to implement new working practices to enable a	March 2014	A Dodson		Requests have been made to CPS to join the LIT for this. LIT not set up yet. Told that PODs will be working for the four counties from 4 November and that early

	smooth transition to this planned move in March 2014				release will take effect for some staff from end November. Formal decision on closing Justinian House will be made at end October. CPS are adamant that they are telling us when they know updates but no LIT set up yet.
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3. .Identify thematic areas and issues for development

Task	Target/outcome	Timescale	Lead	Current position RAG	Development Plan update
File Quality Action Plan	To document file quality issues and the resolutions to resolve them	March 2014	DS Mylchreest		Being updated. Discussed at Partnership File Quality Meeting and Force CJ Meeting
Review of CC TQ1 returns	To enable learning to be fed back to Supervisors on File Build	Dec 2013	A Dodson		CFPOs are reviewing all Crown Court file upgrades and feeding back to Supervisors deficiencies. Been in place during May and June. Increase in Supervision through to August and then diminished again in September
Magistrate files upgraded in one email	To enable the documents for an	Sept 2013	A Dodson/DS Mylchreest		Discussions with Team Leaders and to be taken to Force CJ Meeting.

	upgraded file to be sent in one email				Decision to enable a footer at the bottom of the CJ Memo to remind officers to submit in one go. Decision to only accept through a Supervisor made and to be implemented asap.
Sending of EGP files to CPS	To enable 'bundling' by CPS to forward to Crown Courts	Sept 2013	A Dodson		Team Leaders instructing CFPOs to send complete files, including upgrade material through the link. Issues around duplication identified by CPS – further discussions to be had

4. Provide guidance and training of best practice to improve effective delivery of the prosecution of offenders

Task	Target/outcome	Timescale	Lead	Current position RAG	Development Plan update
Training course for Supervisors	To ensure that Supervisors have	Oct 2013	DS Mylchreest		Training days started on 24 June Training now complete. Further

	had training in charging standards/file build/disclosure				discussions on decision to train collaborated staff needs to be made.
New updated Criminal Justice site on CAMNET	To ensure that the microsite is a learning and information tool for officers	Sept 2013	DS Mylchreest/A Smith		Initial documents on microsite. New Conditions to be added for Conditional Cautions Process for FPNS/PNDs to be added Removal of out of date information on CAMNET to be scoped
File Quality on line training for all police officers	To ensure that all officers are aware of a file build	Sept 2013	DS Mylchreest		Mandatory training rolled out – awaiting compliance figures from L&D
Disclosure on line training for all police officers	To ensure that all officers are conversant with the new Disclosure rules	Sept 2013	DS Mylchreest		Mandatory training rolled out – awaiting compliance figures from L&D
L & D training Disclosure package	To give disclosure training via a tutor to enable a better understanding of the rules	TBA	DS Mylchreest/L&D		Awaiting decision from L&D
Use of digital interviewing	To ensure the installation and proper use of digital interviewing facilities across the Constabulary	August 2013	A Dodson		Digital recording equipment installed across the Force. Stage 2 now being scoped to network the fixed devices and store on a 'cloud' solution. Decision to scope for storage of CCTV, Custody CCTV, Body Worn Cameras as well.

5. To ensure capture of Government directives, legal changes and innovative solutions to achieve the strategic objective of the Department

Task	Target/outcome	Timescale	Lead	Current position RAG	Development Plan update
Identification of changes through CCJB	To ensure that the Force is aware of new legislation and initiatives	Ongoing	A Dodson		Virtual Courts National Strategic Action Plan Stop the Drift
Identification of changes through ACPO intranet	To ensure that the Force is aware of new legislation and initiatives	Ongoing	A Dodson		Change in Search Warrant Process Change in Case Management in Courts
Identification through Regional Heads of CJ Meeting	To ensure that the Force is aware of new legislation and initiatives	Ongoing	A Dodson		
Identification through ATHENA BDA Group	To ensure that the Force is aware of new legislation and initiatives	Ongoing	A Dodson		