



<b>Members</b>	Monica Burch (C)	<b>Guests</b>	Jean Ashton	Mark Summerfield
	Max Hill QC		Mark Gray	Gemma Hyde
	Rebecca Lawrence		Aksha Shahid	Dan Jones
	Caroline Wayman	<b>Secretariat</b>	Jade Whittle-Barnes	Lissa Matthews
	Mark Hammond			
	Simon Jeffreys			

## Item 1: Minutes of the Last Meeting and Matters Arising

1. The minutes of the last meeting were agreed and progress was noted against outstanding actions.
2. The Board welcomed Aksha Shahid, Chair of the Shadow Board, to the meeting. They also congratulated her on her recent promotion to Deputy Chief Crown Prosecutor.
3. The Board asked that the minutes for the Audit and Risk Committee and Nominations and Governance Committee minutes were shared alongside CPS Board papers going forwards.

## Item 2: Recruitment and Spending Round Settlement

4. Mark Summerfield, HR Director, presented the paper, which outlined the progress of recruitment to fully utilise the funds received as part of the spending round settlement. He also provided an update on the progress of tendering for a commercial partner to help with recruitment. The Board recognised that resourcing needs would continue to increase year on year. The Board then considered the following:
  - The wrap around support for new recruitment with regards to induction and training, specifically the training required for recruits who had not come from a criminal background;
  - Consideration of the future requirements of the business e.g. cyber security and specialist fraud experts;
  - Diversity and representation of the communities served;
  - Secondments from the external Bar and other legal organisations;
  - Accessibility requirements for disabled candidates;
  - Security requirements and time scales;
  - Recruiting for paralegal and administrative support;
  - Office space for new recruits; and

- The option of additional support on a contractual basis.
5. The Board were keen to know how far the recruitment approach had changed in light of the increased ask. So far current process had been up-scaled and the addition of the commercial partner was a new element. HR was also working with the organisation's branding partner Havas to develop process to specifically target the civil market.
  6. The Board considered feedback from the Shadow Board regarding the role of the commercial partner, support for external candidates with the Civil Service recruitment processes and the internal communication of the recruitment. It was agreed that consideration would be given to extending the Legal Manager campaign to allow internal candidates who may not have been aware of its launch. The Shadow Board also asked that the Board considered the level of support available for Pupil Supervisors.
  7. The Board considered the arrangements for ensuring the quality of candidates and the probationary policy for new recruits. There was a case for increasing training for managers on the probationary policy.
  8. The Board were content with the processes outlined but were keen to be kept updated.

### **Item 3: Director of Public Prosecutions Strategic Update**

9. The Director provided an update on his recent work, these included:
  - Coroner's Society of England and Wales Speech;
  - Meeting with Bob Posner, Chief Executive of the Electoral Commission;
  - NDIP Disclosure Delivery Board;
  - Success Measures Review;
  - Respect training for Executive Group;
  - Interjurisdictional Meeting;
  - Meeting with Sir Adrian Fulford, Investigatory Powers Commissioner – the digital consent forms were discussed;
  - CPS Neurodiversity Conference;
  - Howard League Lecture on mental health in the Criminal Justice System;
  - Eurojust Consultative Forum;
  - Meeting with Juliet Lyon, Chair of the Independent Advisory Panel on Deaths in Custody;
  - National Security Council Officials Meeting on Serious and Organised Crime;

- Meeting with Lord Keen the House of Lords Justice representative on parliamentary engagement; and
  - Tri-lateral Meeting with the Bar Council and Criminal Bar Association.
10. The Director also provided an update on the increased workload arising from the Extinction Rebellion protests.
11. The Board also received an updated on the recent National Awards for Excellence and members were encouraged to attend the awards next year.

#### **Item 4: Chief Executive Strategic Update**

12. Rebecca Lawrence, Chief Executive provided an update on her recent work. The first key item was the organisation's Brexit preparedness; she spoke highly of the team's work and professionalism.
13. She also highlighted the following key points:
- Area visits to the North West, Wessex and the West Midlands;
  - People management and the dedication of CPS staff;
  - The National Black Crown Prosecutors Association Conference – the Chief Executive had committed to becoming the most inclusive civil service department by 2025;
  - Technology;
  - Core partnerships with the police and the courts;
  - Succession planning for key posts;
  - Community engagement – the importance of spreading good practice and providing appropriate support and tool kits; and
  - Work to engage corporate risks at the executive and board level – the Board confirmed that they were keen to see risk on the CPS Board agenda. **[ACTION 01]**
14. The Board requested an update on the progress of the Judicial Review on the organisation's charging policy for prosecuting rape and serious sexual offences (RASSO). They also requested an update on the progress of the HMCSI review of RASSO cases.

#### **Item 5: Technology Deep Dive**

1. Mark Gray, Director of Digital, Commercial and Estates and Gemma Hyde, Deputy Director of Digital, presented the paper, which outlined the organisation's digital journey to date, the strategy to address current innovation opportunities, and the constraints and risks attached to further innovation.
2. The Board particularly considered the constraints and risks for technology development, including the funding levels required. The strategy outlined is dependent on the outcome of the next spending review.

3. The Board received an update on the organisation's work within the Common Platform Programme (CPP). Mark outlined the context in which the CPP was operating. He also provided an overview of the progress and of the risks to delivery of CPS functionality. He then outlined options for driving progress and alignment across the criminal justice system, which the Board discussed. Consideration was also given to the stakeholder management required. Discussion took place on the governance of the CPP. The Board also received feedback from the Shadow Board.
4. The Board were keen to ensure that innovation was prioritised, and that the constraints should not be allowed to block this. They supported work around CPP stakeholder management and governance. It was agreed that this would come back to the Board in January. **[ACTION O2]**

#### **Item 6: External Bar Fees Review**

5. Jean Ashton, Director of Business Services, presented an update on the progress of the External Bar Fees Review. She confirmed that the review had been completed and the Bar would not put the recommendations of the review to a membership ballot. The Board congratulated the team on their hard work on the review and achieving this positive outcome.
6. Jean also outlined the process for the communication of the outcomes of the review, which could include a write-round to all government departments. HM Treasury had been engaged and was content with the recommendations made.
7. She recognised that some elements of the Bar's requests had not been addressed; these aspects would be rolled into the 2020-21 review of the fee scheme. She confirmed that analysis had been completed to compare both the defence and prosecution fees schemes. This methodology for the comparison of the schemes had been shared with the Ministry of Justice to allow for accurate comparisons across government.
8. The Board were provided with an overview of the support and training of the fees review team to ensure continuity following Jean's retirement.

#### **Item 7: Update from the Chairs of the Audit and Risk Committee (ARC) and the Nominations and Governance Committee (NGC)**

9. Simon Jeffreys, Chair of ARC, presented an overview of the recent committee meeting, which included discussion on the following issues:
  - Risk management;
  - Internal audit progress;
  - Progress with Brexit preparedness;
  - Gifts and hospitality;
  - Whistleblowing annual report; and
  - Disciplinary, grievance and employment tribunal data review.

10. Caroline Wayman, Chair of the NGC, presented an update on the consideration of NGC at their October meeting. Discussion had focussed on three key items which were: talent and succession planning, workforce profiles and performance management.

11. The Board also received an update from the Shadow Board on their presentation of the work of NGC, which had focussed on the training for managers on performance management as part of the mandatory management training programme.

**Item 8: Any Other Business**

12. The Board discussed the plans for the upcoming Senior Leadership Conference as well as the ongoing work on the CPS 2025.

**Secretariat**

**October 2019**