

CPS Response to HMCPsi Thematic Inspection of CMS Case Finalisations

23/05/2017

Her Majesty's Crown Prosecution Service Inspectorate (HMCPsi) has today [23 May 2017] issued a report following its thematic inspection of the quality and timeliness of the recording of case finalisations on the CPS case management systems (CMS).

We are pleased that the Inspectorate recognises the considerable improvement in the quality of data and the integrity of the information on CMS. The report compliments CPS for the extensive training provided to administrators and welcomes its plans to provide further data quality training to all staff including prosecutors.

The Inspectorate commends the development of a data quality tool which supports staff with the recording of accurate case finalisations and which has led to a significant reduction in error rates. Further updates to the case management system are also planned to support future data quality accuracy.

We are pleased that the Inspectorate has acknowledged the significant progress CPS has made in the recording of case data. However, we recognise that more can be done to deliver further improvements particularly in the quality and timeliness of prosecutor file endorsements at court.

The report raises seven issues to address and our response to each is set out below:

Inspectorate's Issues to Address

There are seven recommendations and the CPS provides its responses below:

1. The CPS needs to ensure compliance with the use of a standard template Hearing Record Sheet by all advocates to ensure that they record all the details necessary to efficiently update the case.

CPS Response: We will ensure that agent prosecutors in the magistrates' court and Crown Court advocates use the standard Hearing Record Sheet available to them in CPS case management system (CMS). We will check that the correct template has been returned from court when the hearing is updated.

2. Prosecutors should record accurately the principal unsuccessful outcome reason code.

CPS Response: We will remind prosecutors of their responsibility to record this code accurately, and we will provide further guidance.

3. Guidance to Areas should be issued regarding the handling of cases remitted to the magistrates' court from the Crown Court to ensure that cases are finalised correctly.

CPS Response: We will update the guidance on finalising cases and will provide further training in our next release of short training videos.

4. CPS Areas should comply with the 10% check of managers' checks requirement for accurate case finalisations.

CPS Response: We will provide feedback to Areas on a monthly basis to ensure that assessments are completed. We will also review this as part of the quarterly Area Performance Reviews (APR).

5. The CPS should review the current use by Headquarters of the Data Quality Assurance checks and Compliance and Assurance team results to determine if more use can be made of them to drive performance.

CPS Response: Data Quality Assurance will continue to be reviewed as part of the quarterly APR meetings, with a focus upon the identification of local and national issues.

6. The use of the agreed version Principal Offence Calculator should be mandated.

CPS Response: We will remind Areas that only the mandated national version of this data quality tool should be used in order to provide consistency across CPS.

7. CPS Headquarters should ensure that the current national guidance is easily identifiable, accessible and in a dedicated place on the CPS Infonet.

CPS Response: We have centralised all current guidance in one dedicated space on the CPS Infonet however we will ensure all staff are aware of where to access this information.