

Tasks to be done by a Registered Intermediary (RI) between referral from CPS and trial

**NB All these tasks below are required so that an RI is able to do work to an accepted standard in order to comply with their Code of Ethics and Code of Practice.**

<u>Tasks to be completed by an RI</u>	<u>Issues to be taken into consideration</u>
Accepts referral from matching service	The database held by the matching service <sup>1</sup> sorts on: 1) Skills of the RI v needs of the witness 2) Geographical area 3) Availability of RIs
Contacts CPS representative	It is not always possible to contact the CPS representative on the day, due to reviewing lawyer, paralegal being in court etc.
Contacts OIC to arrange assessment of the witness	As above, the OIC may be on rest days or involved in other cases and is unable to get back to the RI
Obtains background information about the witness, e.g. from a school, social worker or medical personnel	As above
Carries out an assessment of witness communication skills and needs	(It is necessary for a responsible 3 <sup>rd</sup> party to be present during the assessment)
Watches the ABE interview/s	(This is normally done at a police station)
Analyses assessment findings	
Writes Court report	<ul style="list-style-type: none"> <li>• CPS to apply for special measures for the use of an RI</li> <li>• CPS to circulate RI report to judge, prosecution and defence barristers</li> <li>• In order to be of value it is necessary for the barristers to have sight of the RI report in a timely manner so they can consider the recommendations made by the RI</li> </ul>
Prepares any materials that will ensure the witness is able to give best evidence	
Attends a contested hearing, if this occurs, regarding the use of an RI at trial	
Attends court familiarisation visit including practise of live link facility if needed	The practise of use of the live link is often arranged by the RI. Also see reference about need for this practise. <sup>2</sup>
Attends Ground Rules Hearing (GRH)	<p><i>“desirable</i> before the day of the witness’s testimony, where possible, giving advocates more time to adapt their questions and ensuring the witness can be prepared on the basis of agreed special measures”<sup>3</sup></p> <p>A late referral often necessitates a GRH on the day of the trial which is poor practise<sup>4</sup></p>
Attends memory refreshing with witness	See reference to use of an RI <sup>5</sup>
Acts as an RI at trial	

These tasks to be completed in the 15 day recommended minimum (longer than 15 days is preferable if at all possible)

**It must be remember that, like all the other court personnel, the RI has other time commitments/constraints, e.g. doing other intermediary work full time or the RI may, in addition to RI work, have a part time or even full time job.**

<sup>1</sup> Making the most of Working with an Intermediary 2014 Toolkit – section 2.2 <http://lexiconlimited.co.uk/>  
<sup>2</sup> Criminal Practice Directions 2015 Section 18B. Also Code of Practise for Victims of Crime 2013 section 1.22  
<sup>3</sup> Equal Treatment Bench Book 2013 Section 57 on page 59  
<sup>4</sup> Ground Rules Hearing toolkit. <http://lexiconlimited.co.uk/>  
<sup>5</sup> Criminal Practice Directions 2015 Section 18C