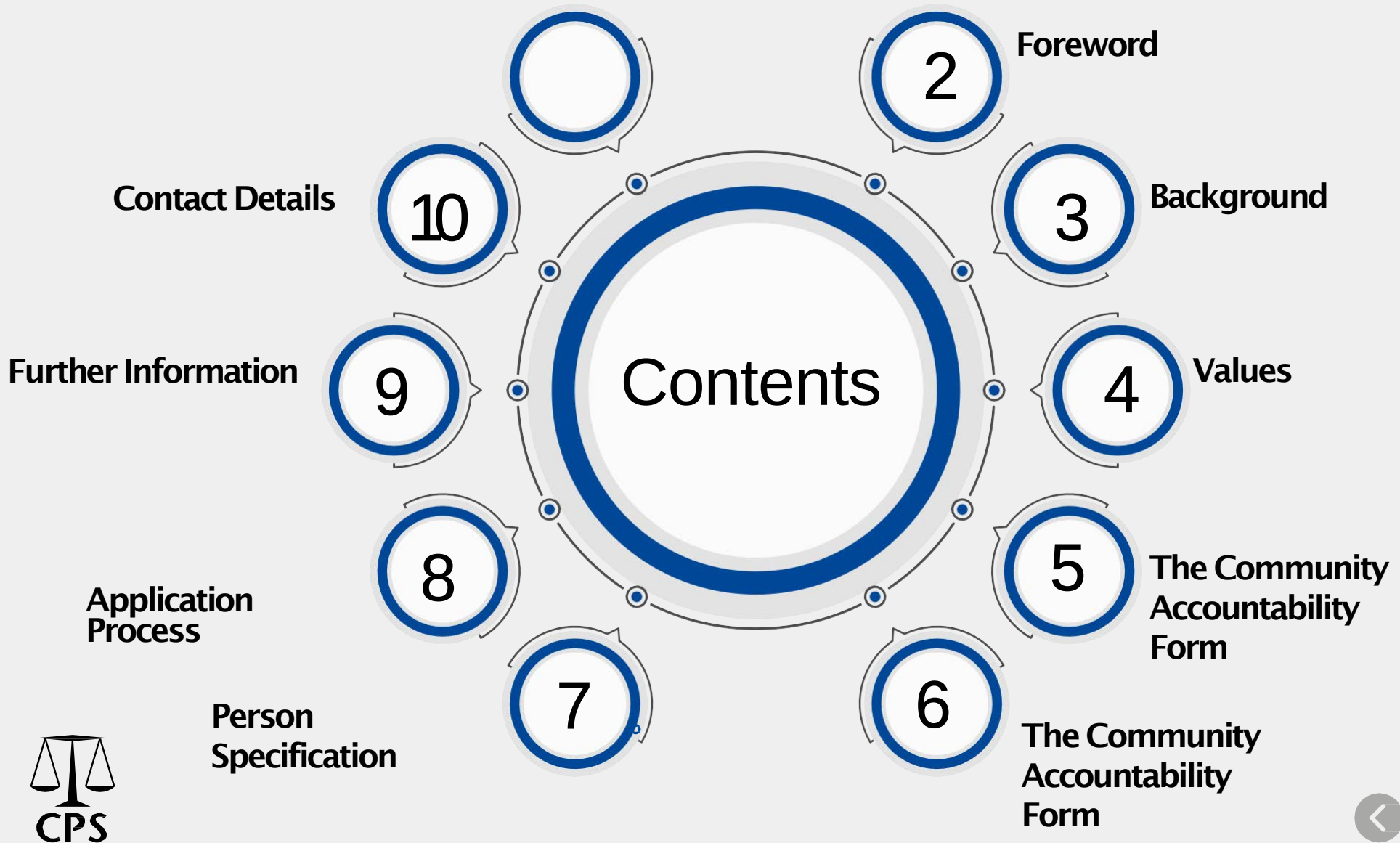


Rival gangs
A nervous community
A watching nation
Can you deliver justice?

**Community Accountability
Forum Co-Chair**





Foreword

Thank you for your interest in this role. The Community Accountability Forum (CAF) plays an important role in providing independent oversight of the Crown Prosecution Service's (CPS) work to deliver our inclusion and community engagement strategy, and our statutory equality and diversity objectives.

The CAF is one of the mechanisms the CPS utilises to engage with external stakeholders from the voluntary community sector, academia and across government. This ensures that equality, fairness and inclusion are at the heart of what we deliver and that we continue to work to build confidence and understanding of the work of the CPS among all our communities.

This is an exciting opportunity to Co-Chair the CAF with our Chief Executive and help shape and drive the inclusion and community engagement agenda at the Crown Prosecution Service. The CPS exists to deliver justice – working with partners at the heart of the criminal justice system to protect the public and create a safe society. In applying for this role, you will be working with a team committed to building an inclusive culture and improving public trust and confidence in the CPS.

You will also be providing challenge and scrutiny on our employment agenda. The CPS is one of the most inclusive departments in the Civil Service and last year the CPS was voted one of Britain's Top 10 Employers for working families and also voted one of the UK's best employers for Race by Business in the Community. The CPS has also attained Disability Confident Leader Status, awarded silver for the a:gender Health Check and silver by the Business Disability Forum in relation to the Disability Standard.

The CPS has also made great strides to promote fairness and representation over a number of years. However, we know there is more to do as an organisation and with partners to work with communities where confidence and trust in the justice system is low.

Developing an inclusive workforce and increasing the understanding of our work among communities continue to remain key priorities as they lead to greater confidence in our service. The Director of Public Prosecutions, Max Hill QC, has said, "confidence in anything requires understanding - I am not convinced people have a clear understanding of what the CPS does and therefore how we reach our decisions. Tackling this is high on my list."

Your role helps us deliver our 2020 strategic priorities which are: delivering justice by ensuring public confidence that we are fair, effective and independent; ensuring the success of our people; everyone contributing to high quality casework and; continuously improving how we work. Our [inclusion and community engagement strategy](#) is one of the main mechanisms for delivering our strategic priorities.

In return for your commitment, dedication, knowledge and experience we will provide an insight into an organisation that on average prosecutes over 500,000 cases a year and deals with some of the most difficult issues that we as a society face today.



**Baljit Ubhey –
Director of
Prosecution Policy
and Inclusion**



Background

Role and Remit of the CPS

The CPS is the principal prosecuting authority for England and Wales, acting independently to prosecute criminal cases investigated by the police and other investigators including the National Crime Agency, HM Revenue and Customs and the Department of Work and Pensions. Our duty is to prosecute the right people for the right offences. In undertaking this role, we:

- decide which cases should be prosecuted – keeping them all under continuous review;
- determine the appropriate charges in more serious or complex cases – advising during the early stages of investigations;
- prepare cases and present them at court - using a range of in-house advocates, self-employed advocates or agents in court; and
- provide information, assistance and support to victims and prosecution witnesses.

The way in which the CPS undertakes its role is governed by the Code for Crown Prosecutors. The CPS is made up of geographical Areas across England and Wales together with CPS Direct, which provides advice on prosecution charges to the police and other investigators, and specialist casework divisions that handle the most complex prosecutions.

Our Strategic Priorities

CPS 2020 sets out our strategic priorities – to deliver justice by:

- ensuring the public has confidence that the CPS is fair, effective & independent

Our decisions will be open and transparent and the public will trust that we are fair and deliver justice.

- supporting the success of our people

We will attract the best people and be recognised for our investment in staff, training and skills.

- everyone contributing to high quality casework

We will deliver justice through excellent, timely legal decision-making, casework preparation and presentation.

- continuously improving the way we work

We will continue to digitise and modernise the way we work and support a flexible workforce. We will deliver swifter justice, fewer hearings and more effective trials.



Values

Everything we do is underpinned by our values:

We will be independent and fair

We will prosecute independently, without bias and will seek to deliver justice in every case.

We will be honest and open

We will explain our decisions, set clear standards about the service the public can expect from us and be honest if we make a mistake.

We will treat everyone with respect

We will respect each other, our colleagues and the public we serve, recognising that there are people behind every case.

We will behave professionally and strive for excellence

We will work as one team, always seeking new and better ways to deliver the best possible service for the public. We will be efficient and responsible with tax-payers' money.



The Community Accountability Forum

Established in 2007, the Community Accountability Forum, plays an important role in helping the CPS to formulate and monitor its strategic objectives in relation to inclusion, community engagement and the development of its statutory equality and diversity objectives. Membership of the forum currently includes:

CPS Members

- Chief Executive (Co-Chair)
- Director of Prosecution Policy and Inclusion
- Director of Human Resources

Independent Members

- A Non-Executive Board Member
- 5 Voluntary Community Sector Organisations
- 4 Public Sector Organisations

Role

The role of the Community Accountability Forum (CAF), is to bring a richness of perspectives and experiences to the external scrutiny and constructive challenge of the CPS' work on inclusion, including its statutory obligations under the Equality Act 2010 and in particular the Public Sector Equality Duty (PSED).

Responsibilities

The CAF acts in an advisory capacity and will:

- Provide independent assurance to the CPS Board that the CPS is paying 'due regard' to its statutory equality duty;
- Support the CPS to build trust and confidence among communities by aiding CPS in its work to ensure prosecution policy, procedure and practices safeguard against disadvantaging communities through a lack of understanding or mistaken belief;
- Act as a critical friend by providing external scrutiny and constructive challenge in relation to the delivery of the Inclusion and Community Engagement Strategy, the CPS's Equality and Diversity Objectives and the Annual Equalities in Employment Report (AEER);
- Bring to the attention of the CPS any proposed or upcoming changes in government and/or social policy, that may impact on the delivery of this work and potential implications
- Share best practice that may enhance the delivery of this work and identify opportunities for joint working for CPS to consider;
- Be a sounding board and consultation forum for CPS policies, strategies and associated delivery plans and proposals, including equality analysis; and
- Provide input into the CPS business planning process to assist with mainstreaming work on equality and inclusion.



The Community Accountability Forum Co-Chair

Role/Commitment of the Independent Co-Chair

- Working with the secretariat to ensure that the CAF runs efficiently and effectively, fulfilling its terms of reference
- Holding the CPS to account for responding appropriately to issues raised by the CAF
- Working with the Chief Executive and secretariat to provide a yearly update to the CPS Board on the work of CAF
- Liaising with CAF members and the secretariat to ensure that a relevant agenda is in place for each meeting, with at least one item proposed by CAF members
- Encouraging the active involvement of members in discussions to provide independent personal and community perspectives in relation to issues discussed at the meeting
- Ensuring that the all members adhere the Code of Conduct and other relevant policies
- Working with the secretariat to identify organisations and individuals who can add value to the CAF in response to new and emerging issues
- Considering new applications to join the CAF with input from CAF members (final decision rests with the CPS)
- Liaising with CPS secretariat regarding the development of CAF members
- Adhering to the 7 Principles of Public Life – further information of which can be found [here](#)

Time Commitment

There will be 4 meetings a year. As the Independent Co-Chair, you will be expected to commit to up to 10 days a year, confirmed on appointment. This will include attendance at and Co- Chairing the CAF, meetings with the Chief Executive, Director of Prosecution Policy and Inclusion and the Director of HR, working with the secretariat to finalise the agenda and associated papers, and attendance at various working groups.

The Independent Co-Chair will be expected to be familiar with all the papers in advance of each meeting, and to devote the necessary time to the affairs of the CAF.

Remuneration

Remuneration for the Independent Co- Chair position is calculated at £250 per day for a 10 day annual commitment. In addition, travel and subsistence expenses will be reimbursed. The length of the appointment is three years, renewable for only one second term of three years.



Person Specification

It is essential that in your written application, you give examples of proven experience against each of the selection criteria in **Part One** of the person specification. These responses will be developed and discussed with those candidates invited for interview, together with the other competency criteria listed in **Part Two**. CPS would like the appointee to have knowledge and experience of one or more of the following areas within a professional context: inclusion, community cohesion, working with victims and witnesses, hate crime or Violence Against Women and Girls. Ideally appointees will come from organisations where partnership working is key to success.

All candidates need to be able to demonstrate the following:

PART ONE

- Proven ability to Chair meetings effectively and support the delivery of tangible outcomes.
- Demonstrable knowledge and understanding of one or more of the following areas: inclusion, community engagement or community cohesion, supporting victims and witnesses, VAWG or Hate Crime.
- Proven ability to shape strategy, apply robust governance arrangements and monitor performance
- Extensive experience of successfully working with and influencing a wide range of internal and external stakeholders, and developing strong partnerships that lead to improved performance and organisational success.
- Proven ability in sharing knowledge, experience and networks to improve an organisation's performance.
- Highest level of integrity, impartiality and credibility with the ability to inspire trust and command respect.
- Strong inter-personal and communication skills able to represent the CPS in a variety of forums and environments.

Previous public sector experience is not essential, but your track record will allow you to demonstrate your knowledge or your ability to develop an understanding of the key public confidence challenges faced by the CPS.

PART TWO

- Visible and demonstrable impartiality.
- Ability to work in a supportive and collaborative way.
- Unquestionable personal integrity.
- Comfortable in the public eye.
- Ability to think and act objectively and independently.
- Commitment to high standards of public administration and public service delivery.
- A strong sense of what is right and fair.
- Tenacious and resilient in the face of challenge.



Application Process

In order to apply please send your completed application to CAFCo-Chair.Applications@cps.gov.uk by no later than Thursday 28 March 2019.

Please include the following in your application:

- A comprehensive **CV** setting out your career history and including details of any professional qualifications.
- A short **supporting statement** (maximum two sides A4), giving evidence of the strength and depth of your ability to meet the Part One criteria for the role. Please provide specific examples to demonstrate how you meet each of the criteria.
- Please ensure you have also completed and submitted the **Diversity Monitoring Form**, as supplied with this pack. The information you provide will be treated as confidential and used for statistical purposes only. The form will not be treated as part of your application.
- **Candidate Supporting Information Form** (supplied with this pack). This contains a section for conflicts of interest: please give details of any business or other interests or any personal connections which, if you are appointed, could be misconstrued or cause embarrassment to the Crown Prosecution Service. Any particular conflicts of interest detailed here will not prevent you going forward to interview but may, if appropriate, be explored with you during your interview, to establish how you would address the issue(s) should you be successful in your application.
- A **Guaranteed Interview Scheme Form** if you wish to apply under this scheme.

Interviews will be held in April 2019.

Security Clearance

The successful candidate will be required to undertake a Security Clearance by the Defence Vetting Agency in addition to a Disclosure and Barring Service (DBS) check.

The closing date for receipt of completed applications is Thursday 28, March 2019. Please note that applications sent to addresses other than CAFCo-Chair.Applications@cps.gov.uk may not be considered.

Further Information

Contact Information

Should you wish to have an informal, confidential discussion about the appointment, please contact Stacey Stanhope at CAFCo-Chair.Applicat@cps.gov.uk with any questions.

Complaints

The law requires that selection for appointment to the Civil Service is on merit on the basis of fair and open competition as outlined in the Civil Service Commission's Recruitment Principles, which can be found at: <http://civilservicecommission.independent.gov.uk/wp-content/uploads/2015/04/RPApril2015.pdf>. If you feel your application has not been treated in accordance with the Recruitment Principles, and you wish to make a complaint, you should contact Carol Maye (at carol.maye@cabinetoffice.gov.uk) in the first instance. If you are not satisfied with the response you receive from the Department, you can contact the Civil Service Commission (at: <http://civilservicecommission.independent.gov.uk/civil-service-recruitment/complaints/>)

Diversity & Equality

The Crown Prosecution Service has an Equality and Diversity policy which aims to create and sustain a working environment that is fair to all. Applications are welcomed from all people across all sectors of our diverse communities and from all backgrounds. Applications are particularly welcomed from Black and Minority Ethnic and disabled applicants who are currently under represented at some senior levels within the organisation.

The CPS aims to select the best people for its jobs by going beyond compliance with equalities legislation to establishing best practice.

The Civil Service Commissioners & The Civil Service Code

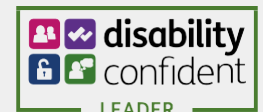
The Commissioners have two key functions:

The first is to maintain the principle of selection for appointment to the Civil Service on merit on the basis of fair and open competition. For the most senior posts in the Civil Service, the Commissioners discharge their responsibilities directly by overseeing the recruitment process and chairing the final selection panel. For more information please see <http://civilservicecommission.independent.gov.uk/>

The second is to promote an understanding of the Civil Service Code which sets out the constitutional framework in which all civil servants work and the values they are expected to uphold, and to hear and determine appeals made under it. The Civil Service Code can be found here at:

<https://www.gov.uk/government/publications/civil-service-code/the-civil-service-code>

The CPS adheres fully to the Civil Service Code; and the requirements and best practice suggested by the Civil Service Commissioners.



If you have any questions about
applying for this role please contact:

CAFCo-Chair.Applications@cps.gov.uk

