



Members	Max Hill QC	Monica Burch (C)	Guests	Chris Sharp	Dave Cass
	Paul Staff	Mark Hammond		Sue Hemming	Debbie Price
	Simon Jeffreys	Caroline Wayman		Gregor McGill	Harvey Palmer
Secretariat	Jade Whittle Barnes	Lissa Matthews			

Item 1: Minutes of Last Meeting and Matters Arising

1. Monica Burch, the newly appointed Lead Non-Executive Board Member and Chair of the CPS Board, welcomed the Board and commented that she felt the new governance structure would be an iterative process. Members were asked to provide feedback on the new structure and content as we progressed with the new Governance Structure.
2. The Board reviewed and agreed the minutes of the last meeting. Discussion also took place on the outstanding actions and the following was agreed:
 - A copy of the delivery plan which sits under phase two of the national Disclosure Delivery Plan would be shared with Non-Executive Board Members (NEBM);
 - A target date of October would be set for the complaints training for NEBMs; and
 - The Chief Executive would review the guidance issued to staff with regards to working in multi-occupancy buildings. **[ACTION M1]**

Item 2: Strategic Update

1. Max Hill QC, Director of Public Prosecutions, updated the group on his recent work. His internal engagements included:
 - Legal Cabinet;
 - Employee Relations Conference;
 - Operations Directorate Conference;
 - London North Manager's Day; and
 - Crown Court Advocacy Conference.
2. He gave an overview of this recent Area visits to Mersey-Cheshire, Thames and Chiltern, East Midlands and the South East. This included his experience prosecuting at Guildford Crown Court.
3. He also discussed his external meetings, these included:

- Lynne Owens, Director-General of the National Crime Agency;
 - Speech at Forensic Science Regulators Conference;
 - Bilateral with French Prosecutors focussed on modern slavery;
 - Interjurisdictional Meeting;
 - Mark Burns-Williamson, Chair of the Association of Police and Crime Commissioners;
 - National Police Chiefs' Council Conference; and
 - The inaugural Ministerial Strategic Board.
4. The Director updated the Board on the launch of the consultation on the proposed revisions to the Mental Health Conditions and Disorders Legal Guidance.
 5. The Director also provided an update on the recruitment for the Chief Executive role. He was pleased to report that there was a strong field of applicants.
 6. Paul Staff, the Chief Executive, gave an overview of his recent work, this included;
 - The Crime Reform programme;
 - Economic Crime and the National Economic Crime Centre;
 - Spending review preparations;
 - Recruitment for Deputy Chief Crown Prosecutors – it was agreed that the feedback from the external recruiters would be shared with Non-Executive Board Members **[ACTION M2]**;
 - Recruitment for the Director of Strategy and Policy which would begin shortly ; and
 - The success of the Oracle Cloud project.

Item 3: Business Plan 2019-20

7. Chris Sharp, Director of Finance, presented the draft business plan for 2019-20. He provided an overview of the methodology for the creation of the plan. He explained that this plan aimed to tie up the final strands of CPS 2020.
8. Although this was similar to a traditional Single Departmental Plan (SDP), as a non-ministerial department the CPS did not have an SDP as SPDs are aligned to government priorities and manifesto commitments. The Board might wish to consider aligning the 2025 plan with government priorities but given the status of the CPS, this would need to be carefully considered.

9. The Board considered the line of sight between front line staff and the business plan. Early CPS 2025 Conversations with staff had illustrated that they recognised the benefits that the CPS 2020 plan had brought, namely the increased focus on learning and development.
10. The Board considered the development of the CPS 2025 strategy. The Board agreed that they would welcome the opportunity to shape the strategy at the earliest stage. It was agreed that the Board would hold a half day meeting to review the early planning. **[ACTION M3]**
11. The Board were content to approve the business plan and measures outlined within the paper.

Item 4: Financial Plan 2019-20

12. Chris Sharp presented the financial plan. The 2019-20 financial year was the last of this spending review period. It was anticipated that a new spending review would take place before November this year.
13. Chris provided an overview of the bidding and allocation process used in the development of the plan. He also explained the issues previously experienced with regards to the recruitment and attrition of staff. Guidance had been given to Area Business Managers to tackle this issue.
14. He also highlighted a number of financial pressures that had been taken into consideration when compiling the plan, these included:
 - Income – falling caseload/costs awards and asset recovery work;
 - Commitment to review the graduated fees scheme; and
 - Section 28 implementation .
15. The Board sought assurance that the caseloads would not drastically increase with increased police funding. The finance team were working on modelling activity with the Home Office and Ministry of Justice to establish how work would flow through the CJS.
16. The Board raised concerns regarding the lack of flexibility in the plan, and the number of risks that might increase operating income requirements. Chris reassured the Board that there were a number of levers available to address any unexpected pressures. The Board also discussed the National Resource and Efficiency Model and how this was built into the financial plan.
17. The Board also considered case complexity and the management of casework.
18. The Board also considered the development and effects of Modern CMS and the development of Common Platform Programme.

Item 5: Disclosure

19. Sue Hemming and Gregor McGill, Directors of Legal Services presented the paper which provided an update of the project activity under phase two of the National Disclosure Improvement Plan.
20. Dave Cass, Head of the Performance Management Unit, provided an overview of the new Disclosure Dashboard, a performance management tool to monitor disclosure performance that was available to all staff and police forces.
21. The Board considered the data from the new disclosure performance measures and discussed the publication of the data, which was currently being considered by the Executive Group.
22. The Board considered a number of issues arising from ascribing fault to measures as opposed to cause – this had already been considered but there would be further thought to whether there might be a more neutral descriptor for a number of reasons including accurate recording, better relationships and reporting both internally and with external stakeholders, and the underlying purpose of the new measures.
23. Greg McGill also gave the Board an update from HMCPSI's initial findings on the follow-up disclosure review.
24. Sue Hemming gave an update on the progress of the Individual Quality Assessments (IQA). In order to test the data provided by the IQAs the Compliance and Assurance Team were conducting an assurance exercise to ensure the data was robust.
25. The Board agreed that it would receive quarterly updates on disclosure improvement work going forward rather than monthly. This was in order to give time for measures to take effect and to ensure progress was properly captured at the appropriate strategic level for the Board.

Item 6: Brexit

26. Debbie Price, Head of International, and Harvey Palmer, Senior Policy Advisor, presented the papers which outlined the preparation that had been so far undertaken to ready the Service for the possible 'deal' and 'no deal' outcomes.
27. The Board considered issues outlined in the presentation and considered the awareness and preparation of front line staff. They also considered the engagement strategy.
28. The Board also discussed the different and new crime types that may arise from the UK's exit from the European Union
29. It was clear from the presentation that the CPS had considered and was prepared for the range of possible Brexit options. Recognition had to be given that a 'no deal' Brexit would eliminate access to some currently available mechanisms for cross border enforcement, extradition, asset freezing and access to databases to and from the EU, and resort would be to pre-existing conventions. In the event of 'no deal' there would be an unavoidable increase in CPS time and resources to maintain effective performance.

A considerable amount of work had been carried out by the team, and the Board wishes to record their thanks to the team for all the work on Brexit preparedness.

Item 7: Any Other Business

30. None raised.

**Secretariat
April 2019**