



<b>Members</b>	Alison Saunders (C)	Jeremy Newman	<b>Guests</b>	Caroline Wayman
	Paul Staff	Alison Porter		Christopher Sharp
	Jean Ashton	Monica Burch		Mark Summerfield
	Gregor McGill	Mark Hammond		Sharron Hughes
<b>Secretariat</b>	Jade Whittle-Barnes			

**Item 1: Minutes of Last Meeting and Matters Arising**

1. The Board welcomed Caroline Wayman, a newly appointed Non-Executive Director, who would formally join the Board in October. Caroline would be observing the Board today as part of her induction.
2. The Board agreed the minutes of the last meeting and noted the progress against the outstanding actions.

**Item 2: 2017-18 Annual Reports and Accounts**

3. Christopher Sharp, Director of Finance, presented the 2017-18 Annual Report and Accounts. The Board discussed the issues regarding the recording of the Rose Court dilapidations in the accounts. The Board were content with the proposal outlined.
4. Jeremy Newman, Chair of the Audit and Risk Committee, confirmed that the Committee had reviewed the accounts and were happy to recommend that they were signed off.
5. The Board considered the media handling of the Annual Report and Accounts and it was agreed that consideration would be given to this.
6. The Board were pleased to hear that planning for 2019-20 was already underway and the Audit and Risk Committee would see early drafts of the governance statement at their January meeting.

**Item 3: Strategic Update**

7. The Director updated the Board on her recent work. This included:
  - Meeting with Lynne Owens, NCA;
  - Her appearance at the Justice Select Committee and follow up work;

- Appointment of a new Director of Legal Services and other senior staffing changes;
  - Violence against Women and Girls Inter-Ministerial Group;
  - National Disclosure Improvement Plan Joint Delivery Board;
  - EU engagement;
  - Public Confidence Strategy Group; and
  - High Quality Casework Strategy Group.
8. The Director updated the Board on the progress of the Attorney General's Disclosure review. The Attorney was due to meet with Chief Crown Prosecutors to discuss the review shortly.
9. Paul Staff, Chief Executive, updated the Board on his recent work. This included:
- Strategy and Policy review;
  - Criminal Justice Board Senior official Group;
  - Civil Claims;
  - Recruitment for the new Director of Public Prosecutions;
  - Common Platform Programme Board;
  - Economic Crime; and
  - Preparatory work for the UK's upcoming exit from the EU.

#### **Item 4: Disclosure**

10. Gregor McGill, Director of Legal Services, presented the paper which provided updates on the progress of the actions from the National Disclosure Improvement Plan. The group discussed the following points:
- Extension of the pilot for Disclosure Management Documents;
  - Case strategies;
  - Third party materials;
  - HMPCSI review of disclosure; and

- Individual Quality Assessments focussed on disclosure;

11. Concerns were raised regarding the use of CMS finalisation codes. It was agreed that a paper would come to the Director out of committee to review. **[ACTION J1]**

#### **Item 5: Workforce Planning**

12. Mark Summerfield, HR Director, presented the papers, this included an update on the national recruitment drive.

13. The Board consider the possible outcomes of the 2019 spending review and the effects it may have on workforce planning.

14. The Board agreed that the future workforce plans should come to the Board for approval once signed off by the Success of Our People Group.

#### **Item 6: Committee Updates**

15. Monica Burch, Chair of the Nominations and Governance Committee, provided a short update on the matters discussed at that morning's meeting. These included senior staff pay, talent management and the progress of the Non-executive Director recruitment.

16. Jeremy Newman, Chair of the Audit and Risk Committee, updated the group on the work covered at this month's committee, this included:

- CPS 2017-18 Annual Report and Accounts;
- A deep dive on strategic risk six – the CPS loses public confidence in the service they provide;
- A review of the risk registers of CPS North West;
- Government Internal Audit Agency's progress report; and
- Unauthorised disclosures.

17. Jeremy confirmed that the National Audit Office had conducted a regularity review of the approval process for special payments were content with the structures in place.

18. He also reported the positive progress made regarding the completion of a large number of internal audit recommendations.

**Item 7: Charging**

19. Jean Ashton, Director of Business Services, provided an update on the development of the new charging model. This included an overview of the outcomes of the proof of concept which had just finalised with Hampshire Police. The new digital model would now be moved to pilot stage with five police forces of various sizes taking part.

20. The Board were pleased to hear of the positive progress and asked that they be kept updated.

**Item 8: Any Other Business**

21. The Board reviewed items for consideration at the July meeting.

**Secretariat**  
**June 2018**