



<b>Members</b>	Alison Saunders (C)	Jeremy Newman	<b>Secretariat</b>	Lissa Matthews
	Mark Hammond	Alison Porter		Jade Whittle-Barnes
	Jean Ashton	Monica Burch		Gregor McGill
<b>Guests</b>	Jo Mercer	Dave Cass	<b>Apologies</b>	
	Stephen Shaw		<b>Observers</b>	Chrissy Tsertis Tristan Bradshaw

**Item 1: Minutes and Matters Arising**

1. The minutes of the last meeting on the 19 September were agreed and discussion was held on outstanding actions.

**Item 2: Strategic Update**

2. The Board reflected on the very positive senior leadership conference. The Governance Manager was congratulated on the excellent organisation.
3. The Director updated the Board on the following matters:
  - The CPS Staff awards;
  - Human Resources winning the first Civil Service Health and Wellbeing award;
  - Conversation visits;
  - Justice Select Committee appearance;
  - Superintendence Meeting;
  - Advocacy Conference for Magistrates Courts ;
  - Brexit work: The pace and volume of this work is increasing as is the Director’s European Engagement;
4. The interim Chief Executive, Lesley Longstone was taking up post next week, she would attend the January Board.

### **Item 3: IAC Biannual Report**

5. Stephen Shaw was welcomed to the meeting and introduced to the new Board members. He gave an overview of how his report schedule works.
6. He explained his audit has been delayed due to other pressures but he would bring this to the Board in the spring. Stephen reflected that the spike in work has caused delay; it may be a continuing trend but was difficult to predict. The cases were being dealt with within time limits but they were being triaged prior to reaching the Assessor which affected the recording time.
7. The Board were asked to think about resilience and contingency to manage the workload. The proportion of caseload relating to defendants was increasing and appeared to be a trend rather than a spike.
8. The Board discussed whether a defendant having this route of redress was appropriate and agreed it must be available.
9. This report contained fewer recommendations than previous reports; Stephen suggested this was a reflection on the improvement of CPS complaints handling. Stephen had undertaken training in a number of Areas which had been well received.
10. One recommendation to be considered related to compensation payments where the CPS had not applied for a restraining order resulting in victims self-funding non molestation orders.

### **Item 4: Audit and Risk Committee Update**

11. Jeremy Newman gave the update, which included:
  - An useful update from the HMCPSI Chief Inspector – the relationship between the CPS and Inspectorate was clearly constructive;
  - A presentation from the Chief Crown Prosecutor of the West Midlands who gave a good overview of their Area risk management; and
  - A presentation from Mark Gray, Director of Digital Transformation, on strategic risk 6.
12. The Board reviewed and agreed the amended terms of reference.

### **Item 5: Staff Survey Highlight Report**

13. Paul Staff presented this item. Both the response rate and the employee engagement index had increased. Eight of the main themes had improved; my

manager and learning and development were particularly strong increases. The most positive score related to employees' interest in work.

14. The pay and benefits satisfaction rates had decreased – public sector freezes had had an obvious impact. The Executive Group would take forward work looking at grades and pay.
15. The responses on discrimination at work had increased; bullying and harassment had stayed at the same level. A new bullying and harassment plan was due to be published shortly; Executive Group would continue to analyse results and agree actions.
16. The Board discussed how Areas and Divisions took local action on their survey results and agreed that a follow up discussion on actions at a future Board would be welcomed, this was to particularly concentrate on bullying and harassment actions. The Board recognised the continuing improvement in these results. **[ACTION N1]**

#### **Item 6: Senior Roles Review**

17. Jo Mercer was introduced to the Board. She gave an update on her work programme. To date she had held a number of interviews and reported very positive engagement. There was more work to be done in terms of visiting other organisations and speaking to stakeholders.
18. The review was light touch; Jo thought it was reassuring that the themes to date had been consistent to those the Executive Group had anticipated when the work was commissioned.
19. The output of the review would likely be an organisation chart and roles and descriptions of their responsibilities.
20. There would be options put to the Executive Group to co-design the model based on elements of the options.
21. The Board discussed the importance of thorough consideration of the financial implications of a revised model. It was noted that the structure should be considered against the context of the staff survey results and where roles could add value.

#### **Item 7: Q2 Corporate Performance Report**

22. Paul Staff presented the quarterly report. In a range of case types reported crime was increasing and referrals to the CPS decreasing.
23. The Board were keen that the business needed to undertake work to understand costs of the caseload. While accepting that the costs were difficult to quantify, it was agreed that evidence needed to be gathered for budgeting purposes as well as to be prepared for any spending review.

24. The workforce profile was considered; there were gaps at some levels and an excess of staff at others. Work was continuing to redress this imbalance. The Board were pleased to note the reduction in annual working days lost; the CPS was now better than the civil service average.
25. Paul gave an overview of performance against business plan measures; more challenging targets would be in place for some of the achieved targets in the next business plan.

**Item 8: Q2 Area Performance Report**

26. Dave Cass presented the performance scores in the paper. It was noted that where there had been decreases in performance they had been very small; the increases were significant numbers which was why the overall performance rating had improved.

**Item 9: Any Other Business**

27. Mark Hammond, Non-Executive Director, raised a recent Guardian article on the justice system and defendants with mental health issues. A discussion was had on the prevalence of this issue and the difficulty the system has in responding to the issues. Some work had been done on identifying the frequency of mental health issues in the caseload.

**Secretariat**  
**November 2017**