

NORFOLK & SUFFOLK CRIMINAL JUSTICE BOARD

Governance and Delivery Document

2020/2023

NORFOLK & SUFFOLK
CRIMINAL JUSTICE BOARD

Criminal Justice System: working together for the public



Version 1
March 2020



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1. INTRODUCTION

- 1.1 The Board is a mechanism by which the criminal justice agencies can work together in partnership in a meaningful way and coordinate their activities to deliver an effective and efficient criminal justice system.
- 1.2 Norfolk and Suffolk previously had independent Criminal Justice Boards, in place since 2003 when they were introduced across the 42 criminal justice areas in England and Wales.
- 1.3 Norfolk and Suffolk Criminal Justice Boards formally merged on the 7th April 2011 to form the new cross-county Board (N&SCJB).
- 1.4 The Board is a self-funded partnership, with member organisations contributing to the annual running costs of approximately £85,000, and is not in receipt of any other national or local funding.
- 1.5 This document describes the framework by which the Board has agreed to govern its business and finance and is designed to ensure effective co-operation, good working relationships and a responsive regime. It will act as the Terms of Reference for the Board.

2. OUR VISION & PRIORITIES

2.1 Our Vision:

To provide the community with a proactive criminal justice system that they can rely upon, have confidence in and that delivers a quality service to all those who come into contact with it.

2.2 Our Priorities:

- 2.2.1 Deliver an efficient and effective CJS, with a proactive response to, and engagement with, national priorities with the aim of influencing and delivering locally those priorities
- 2.2.2 Provide support to Victims and Witnesses throughout the CJS and give them the service they are entitled to under the Victims Code
- 2.2.3 Prevent crime and reduce the likelihood of re-offending by managing offenders effectively and diverting people away from offending behaviour

2.3 To support and deliver these priorities we will:

- Identify and focus on emerging risks
- Respond appropriately to the physical and mental health needs of people entering the CJS, supporting victims and offenders to access the help they need
- Support a culture of continuous improvement that will maximise the potential to maintain capacity and capability across the CJS, within the resource framework available
- Be accountable for the scrutiny of performance and delivery across the CJS, demonstrating the impact of the Board, with the aim of increasing confidence in the CJS.

3. DELIVERY

- 3.1 The Norfolk & Suffolk Criminal Justice Board (N&SCJB) focusses on outcomes through joined-up working, with partners able to make decisions on criminal justice processes that deliver service improvements while operating on reduced budgets.
- 3.2 The N&SCJB is ideally placed to co-ordinate responses to relevant national consultation documents that affect partner member's organisations or the CJS as a whole. The creation of protocols and service level agreements in support of integrated working underpin the multi-agency role of the Board.
- 3.3 Delivery will be progressed by thematic multi-agency groups linked to the Board priorities and additional task and finish groups may be convened to cover issues that do not fall readily into this structure. These sub-groups will include representatives from criminal justice agencies and other partner organisations where appropriate, and will be chaired by a Board representative, who will act as the SRO along with any other Board member with an interest in this theme.
- 3.4 Links will be formed between the N&SCJB and other relevant bodies, including the CSPs, Health and Wellbeing Boards and Domestic Abuse Fora.

DELIVERY CONTINUED

3.5 The N&SCJB will maintain a good working relationship with the Criminal Justice Board (National) and other LCJBs through the support team in the first instance.

3.6 The Board will proactively engage with the defence community.

3.7 The N&SCJB will maintain a communications strategy, which is public facing, helping to increase public confidence in the CJS, using existing agency resources to deliver this where necessary. This will include a 6-monthly update for all staff across the CJS and staff within partner organisations to inform them of work undertaken under the governance of the Criminal Justice Board.

3.8 The Board will maintain a risk register to monitor risk to the functioning of the Board and delivery of its priorities. This will be informed by the work of the sub-groups.

4. MEMBERSHIP

4.1 Membership of the N&SCJB shall comprise:

Contributory members

- Norfolk and Suffolk Constabularies – Steve Jupp, Julie Wwendth, Kevin Wilkins
- East of England Crown Prosecution Service – Chris Long
- Norfolk & Suffolk Community Rehabilitation Company – Peter Mangan
- Her Majesty’s Court & Tribunal Service – Paul Welsher, Claire Mullarkey
- Norfolk Police and Crime Commissioner – Lorne Green
- Suffolk Police and Crime Commissioner – Tim Passmore
- Suffolk County Council – Christine Geeson

Non-contributory members

- National Probation Service – Judith Blackman
- Norfolk Youth Offending Team – Val Crewdson
- Suffolk Youth Justice Service – Belinda Clabburn
- Her Majesty's Prison Service – Declan Moore
- Public Health Norfolk – Sally Hughes

Other stakeholders:

- Legal Aid Agency – Andrew Taylor, Linda Taylor
- Witness Service – Fiona Beazer
- Victim Support

4.2 The Chair of the N&SCJB for the year 2020/21 will be: Tim Passmore, Suffolk PCC

4.3 The Vice Chair will be: Christine Geeson, Partnership and Localities Manager, Suffolk County Council

MEMBERSHIP CONTINUED

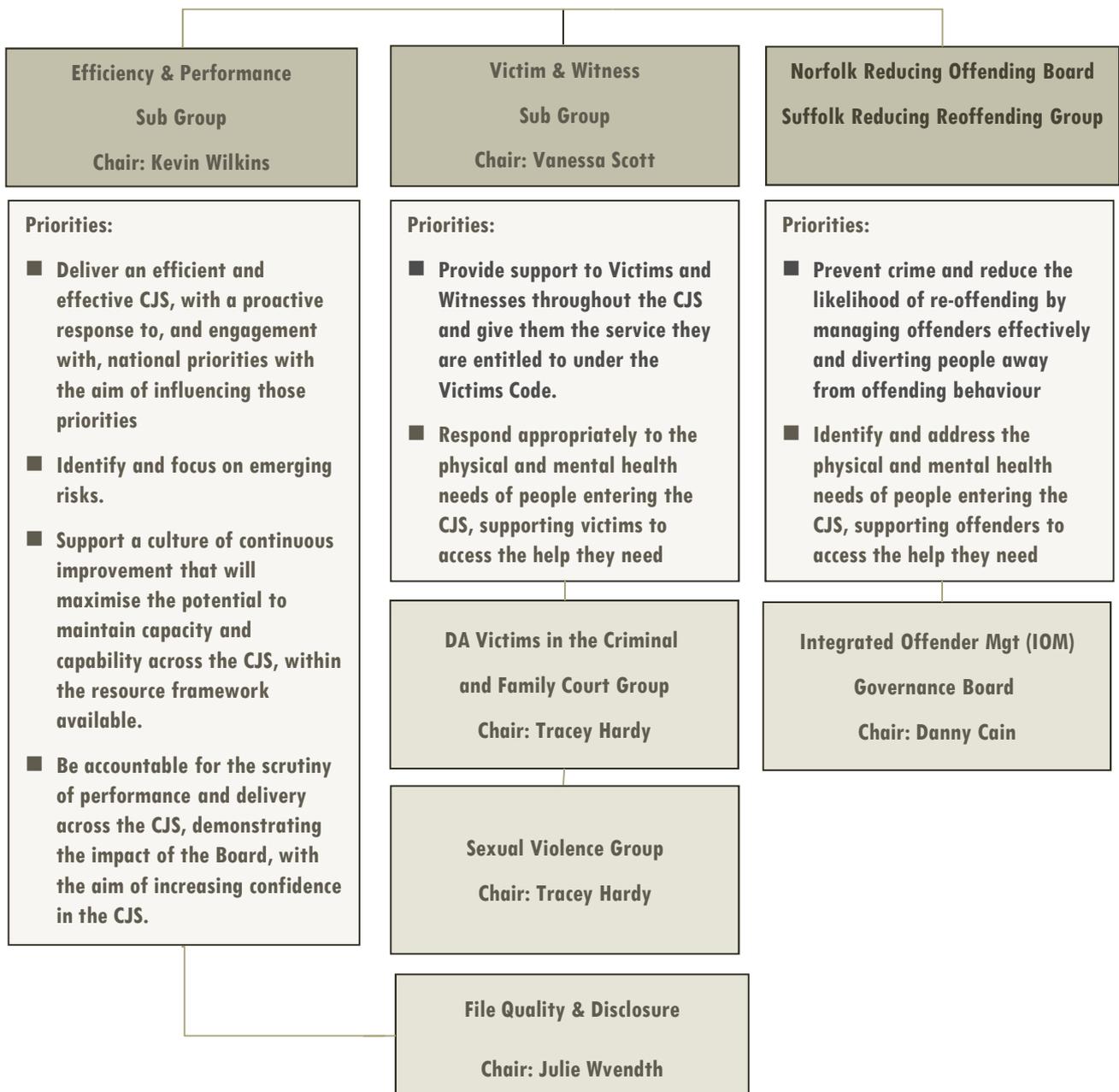
- 4.4 The Board will elect a chair and a maximum of two vice chairs to serve on a yearly basis. There will be a limit of two consecutive terms an individual may serve as chair.
- 4.5 The Board will usually meet every quarter, unless because of specific business it is required to meet more frequently.
- 4.6 For decision-making purposes, regarding Board issues, all agencies will be required to contribute, with one vote per agency where voting is required.
- 4.7 Board members accept the need for personal attendance at Board meetings, but it is acknowledged that this is not always possible. It is vital that all agencies are available for all appropriate meetings and it is therefore accepted that Board members may appoint a nominated substitute to attend when they cannot and if necessary delegate their authority to that person.
- 4.8 The members of the Board shall have the authority to invite any individual (stakeholder) as a guest to attend the Board when business requires it.
- 4.9 Board meetings may be held in two parts; this will be determined by sensitivity of agenda content. The first part of the meeting will be open and the second part closed; guests may not be permitted to stay for the second part of the meeting. The Board minutes for the open part of the agenda can be made available to the public, redacted in respect of confidentiality, should they wish to see them.

MEMBERSHIP CONTINUED

- 4.10 N&SCJB members will observe the rules of confidentiality, where relevant, and permission should be sought from the N&SCJB members and the 'owner' of any confidential information before it is shared more widely or publicised, while strictly observing data protection law. This also applies to any information held or stored by the Board.
- 4.11 Consideration will be afforded at all times to the content of any media information and the detail of any press release should be checked with each partner agency to afford them the opportunity to confirm accuracy or respond accordingly.
- 4.12 The N&SCJB will operate in an environment of supportive partnership, whilst recognising that the performance and activity of each agency needs to be open and accountable to one another, to wider internal inspection regimes and external public interest, such as Freedom of Information (FOI) requests. Performance data is not necessarily available for wider public release.
- 4.13 Board members and guests will adopt a corporate approach, working together across the CJS to support these arrangements.

5. STRUCTURE

Norfolk & Suffolk CJB



6. SUPPORT TEAM & FINANCE

- 6.1 The Board will be assisted by a Support Team, which will consist of a Business Manager and a Performance Officer
- 6.2 Funding for these posts has been agreed across the local CJ agencies and has been secured for the financial year to March 2020, supported by those members able to contribute and underwritten by the PCCs.
- 6.3 The Board's funding is uniquely identified within Suffolk Constabulary's financial system; a separate cost centre code will be established and maintained.
- 6.4 The Board funding held by Suffolk Constabulary will not be the subject of any requirements for efficiency savings or be eligible for redistribution within the same. This will be subject to annual agreement by Board members.
- 6.5 As authorised signatory the Business Manager will maintain the budget held by Suffolk Constabulary, supervised by the Chair of the Board.
- 6.6 The Business Manager will provide statements of expenditure and projected expenditure to the Board each time they meet.
- 6.7 The Board will consider future financial arrangements, to be in place by September 2020 at the latest.