

	CROWN COURT					
Para No	Action Details	CJS Agency	Key Players	Implementn date	Implemented	Next Action
Page 52	PREPARATION PRIOR TO SENTENCE HEARING, PRELIMINARY HEARING AND PLEA AND DIRECTIONS (Part 9 Guilty Plea Cases and Part 20 Not Guilty Cases)					
140	1. The two Crown Court centres in Staffordshire, at Stafford (tier 1) and Stoke on Trent (tier 3) will remain					N/A
141	2. The Crown Court will provide the Magistrates Court with preliminary hearing (PH) dates for cases sent under Section 51 of The Crime and Disorder Act 1998 (sending cases) and PDH dates for committals for trial. The Magistrates will announce in court the first hearing date at the Crown Court on sending cases and committal for trials. For committal for trial cases these dates will be confirmed by the Crown Court through the publication of a firm list, three weeks in advance of the hearing. Crown Court listing officers will fix and notify parties of the first hearing date at the Crown Court for cases committed for sentence by the Magistrates Court.	HMCS	Dave Bennett; Criminal Business Managers	01/01/2005	yes save for notifications of committal for sentence hearings at Stoke Crown Court	Judge Styler to be consulted at Stoke
142	3. Legal Advisors will ensure defendants receive a bail notice detailing the time, date, and venue of the PDH date. Where the defendant is in custody, PECS will be provided with a warrant, within 30 minutes of the conclusion of the case, detailing the time date, and venue of the PDH date.	HMCS	Dave Bennett; Legal Advisors	01/01/2005		No obvious further action
143	4. Magistrates Courts administrative centres will use identical methods of notification of sent cases to the Crown Court within 4 days of date the case is sent. Processes concerned with sendings, committals and appeals will be consolidated within one court office (preferably in both Crown Court offices) to allow the reallocation of at least one post for additional case progression in both Magistrates Courts administrative centres at Stafford and Fenton. Detailed consideration of processes and procedures will be considered by a working group.	HMCS	Dave Bennett	TBA by Working Group		Dave Bennett to nominate participants to working group by 1.10.2005
144	5. No directions will be made at the Magistrates Court on sending cases or cases committed for sentence to the Crown Court.	HMCS	Resident Judges Dave Bennett	01/01/2005	yes	Resident Judges have considered impact of CPR 2005

Para No	Action Details	CJS Agency	Key Players	Implementn date	Implemented	Next Action
145	6. Magistrates Courts will make SPA aware of cases leaving Magistrates' Court for a further hearing(s) at the Crown Court. This will be carried out by the Legal Adviser informing the defendant, at the last hearing in the Magistrates Court prior to first hearing in Crown Court, to speak to the SPA representative present at the court	HMCS	Dave Bennett; Clerk to the Justices, Legal advisors	01/10/2005		Dave Bennett to ensure Legal Advisors aware of this issue
146	7. Plea and directions (PDH) dates will be 6 weeks for bail cases and 4 weeks for custody cases following a committal for trial. [It is appreciated that legislation anticipated to be introduced in late 2005 will amend these time periods]	HMCS	Resident Judges Dave Bennett	01/01/2005		Resident Judges have considered impact of CPR 2005
147	8. Robust initial review and the introduction of Statutory Charging will ensure that full files submitted by the Police contain all required evidence for prompt preparation of papers for service on defence and court.	POLICE CPS	John Giffard, Supt Gallagher Ch Insp P Hall; K Prosser; Prosecutors CPS Unit Heads	1/1/2005 for Shadow Charging; early 2006 statutory charging	partly	Failures to be discussed at monthly Unit Head/CJSU Inspectors meetings
148	9. Crown Court CPO / Listing Officer will monitor case progression of Crown Court cases from date a case is committed for sentence from the Magistrates Court.	HMCS	Dave Bennett; CC CPOs & Listing Officers	01/01/2005	yes	no obvious further action
	10. To achieve effective PDHs...					
149	a. Counsel will be fully acquainted with their briefs. Wasted costs orders against parties who cause ineffective PDHs will be considered. Prosecution counsel will submit BS2 in all cases within 14 days of receipt of brief.	CPS JUDICIARY HMCS DEFENCE	Harry Ireland Resident Judges Dave Bennett Senior Partners	ongoing	ongoing	CPS SLAs with chambers to be revisited by 31/1/2006
150	b. Defence will obtain full instructions from client and fully brief counsel prior to PDHs.	HEADS OF CHAMBERS	Heads of Chambers;	01/01/2005	ongoing	Monitored by CC CPO; persistent failures brought to the attention of resident Judges
151	c. CPS will promptly request and police promptly secure and supply further evidence / disclosure in time for PDHs.	CPS POLICE	Harry Ireland, Reviewing Prosecutors; John Giffard, EROs, OICs	01/01/2005	ongoing	Monitored by CC CPO; persistent failures brought to the attention of resident Judges and discussed at monthly cracked and ineffective trials meeting

Para No	Action Details	CJS Agency	Key Players	Implementn date	Implemented	Next Action
152	d. Defence will notify Crown Court Listing Officer, CPS and Probation of an indication of plea and where appropriate of witness requirements 14 days prior to the PDH in all cases. Witness availability will be provided to the Court by witness liaison / witness care (NWNJ unit) within 7 days prior to PDH. Defence solicitors will inform the court at the earliest opportunity, of any guilty plea to be entered, enabling the Crown Court to seek judicial intervention to vacate the PDH and re-list for plea and sentence, allowing for the preparation of a PSR.	LEGAL SERVICES COMMISSION	Legal Services Commission			Monitored by CC CPO; persistent failures brought to the attention of resident Judges through monthly reports
153	e. A sufficient number of circuit judges will be provided to deal with PDHs at both court centres.	HMCS	Dave Bennett	01/01/2005	ongoing	Remains an issue in Stoke CC
154	f. Crown Court CPO will have case progression responsibilities commencing from date of notification of a case committed for trial or sent cases	HMCS	Dave Bennett CC CPOs	01/01/2005	yes	no obvious further action
155	g. PECS will comply with contractual and local service level agreements. In addition to contractual penalties, third party wasted costs will be considered where late or non-delivery causes an ineffective PDH.	PECS HMCS	K Rattenbury Reliance Custody Services Dave Bennett	01/01/2005	yes	on going monitoring leads to monthly reviews
156	Page 53 11. On sent cases CPS will file initial case papers on the Crown Court on the day prior to the preliminary hearing.	CPS	Harry Ireland TU Heads	01/01/2005	yes	no obvious further action
157	12. On committal for sentence, CPS will pilot provision of brief outline of prosecution case in place of typed statements and short descriptive note. Police Crown Court Liaison will provide up-dated antecedents. On committals for trial, CPS will request full files by email within 21 days for bail cases and 14 days for custody cases. On sent cases, delivery of the full file by police to CPS will be within 21 days of PH.	CPS	Harry Ireland TU Heads	01/11/2005		Request for submission of handwritten statements to accompany outline received from a Judge. Further consultation between CCP and Judiciary before implementation of pilot
158	13. The listing questionnaire will be handed to the defence at the time the case is sent from the Magistrates' Court. Defence will notify Crown Court, CPS, SPA of any indication of a guilty plea as soon as it is reasonably practicable to do so. CPS will notify police immediately upon receipt of indication of a guilty plea.	HMCS	Dave Bennett, Clerk to the Justices, Legal Advisors	01/10/2005		Dave Bennett to ensure Legal Advisors aware of this issue

Para No	Action Details	CJS Agency	Key Players	Implementn date	Implemented	Next Action
159	14. CPS will provide SPA with a PSR package bundle in accordance with SLA. This will be made available for collection from the CPS office by the Probation Service within 3 working days of a guilty plea being entered or indicated.	CPS SPA	Harry Ireland; CPS Unit Heads, ABM Rob Mandley Mick Gough	01/01/2005	ongoing	SLA to be revisited to ensure effective compliance
160	15. CPS will comply with PSA target to serve brief on counsel, within 14 days of committal / service of sent case papers in bail cases and 10 days in custody cases.	CPS	Harry Ireland, TU Heads, TU Managers; B1 caseworkers	01/01/2005	yes	no obvious further action
161	16. CPS and Police CPOs will be involved in case progression from the first hearing date at the Magistrates' Court.	CPS POLICE	Harry Ireland, John Giffard Supt P Gallagher CPS & Police CPOs	01/04/2005	partly	see problems highlighted in Pt 1 para 45
162	17. Under NWNJ victims and witnesses to be notified within 24 hours of the result of hearings.	CPS POLICE	John Giffard Ch. Insp P Hall; Harry Ireland K Prosser; Heads of Witness Care Units,	01/06/2005	NWNJ not implemented fully;	NWNJ Project Board to continue to review operational needs for compliance with minimum standards and full use of the Xhibit portal
163	18. The Magistrates' Court will extend / grant representation orders (prior to a committal or sending), where appropriate, to cover hearings at the Crown Court. Applications in writing for extending an Order to cover an additional Counsel will be dealt with by a Circuit Judge within one working day of receipt and notification to of result to be sent the following working day. Verbal applications will be dealt with by Judge in Court. Confirmation of successful verbal applications will be posted the following working day.	HMCS	Dave Bennett; Legal Advisors, Criminal Business Managers	01/01/2005	yes	no obvious further action
164	19. SPA will comply with National Standards in the preparation of PSRs. Where, for any reason, they are not available the probation liaison officer to inform the court as soon as a problem is identified.	SPA	Rob Mandley; Mick Gough	01/01/2005	yes	no obvious further action
165	20. Section 172 Criminal Justice Act 2003 will be applied where appropriate (regarding reduction in sentence for a guilty plea.)	JUDICIARY	Resident Judges	01/04/2005	yes	no obvious further action

Para No	Action Details	CJS Agency	Key Players	Implementn date	Implemented	Next Action
166	21. Sanctions for non-compliance of Directions and lack of general preparation to progress a case will be addressed at the time with penalties imposed at the earliest opportunity. Consistency in the robust enforcement of Directions will be agreed amongst the Judiciary.	JUDICIARY HMCS	Resident Judges CC CPOs	01/04/2005	yes	CC CPOs to monitor non compliance with directions and bring to attention of Resident Judges
167	22. The Crown Court in Staffordshire will not adopt 'Paper PDH' without the approval of the Judiciary.	JUDICIARY	Resident Judges	01/05/2005		Resident Judges have considered impact of CPR 2005, Paper PDHs not approved
Page 57	PRELIMINARY HEARING					
	(Part 10 Guilty Plea Cases & Part 21 Not Guilty Cases)					
168	1. CPS will partially complete a Crown Court produced timetabling pro forma which will be handed to Defence and Judge on the morning of the hearing.	CPS	Harry Ireland; TU Heads; prosecutors	01/01/2005	yes	no obvious further action
169	2. Hearings will be conducted by a Crown Court Judge sitting in open court as chambers within 8 days of the Crown Court being notified of the sending by the Magistrates Court in all cases. As a failsafe CPS will also notify the Crown Court of sendings. CPS and Court will agree to use the same format for this notification.	CPS HMCS	Harry Ireland; Dave Bennett; TU Heads; TU Managers	01/01/2005	yes although different notification systems in operation north and south	CPS TU Heads and Managers to agree a standard form of notification to be used throughout Area
170	3. The file available to the Judge will consist of a cover sheet providing basic details of the defendant, a list of charges, copies of handwritten key statements, an SDN, previous convictions and a bail/custody form.	CPS POLICE	Harry Ireland;Supt Gallagher TU Heads; TU Managers; EROs	01/01/2005	yes	no obvious further action

Para No	Action Details	CJS Agency	Key Players	Implementn date	Implemented	Next Action
171	4. The Judge will ask for an indication of plea, if there is to be an acceptable guilty plea the CPS will prepare an indictment to allow the plea to be taken immediately. In such cases the Judge will then consider whether it is desirable to sentence the defendant forthwith and to consider the possibility SPA producing a SDR, and in these cases CPS will instruct counsel at court or ensure that an HCA is available to allow the case to be concluded. Where an SDR is not considered appropriate or possible, the case will be adjourned for PSR.	JUDICIARY CPS SPA	Resident Judges Harry Ireland Rob Mandley TU Heads, Prosecutors, Mick Gough Court SPA officers	01/01/2005	yes	no obvious further action
172	5. Where a NG plea is indicated the Judge will set the timetable fo	JUDICIARY	Resident Judges	01/01/2005	yes	no obvious further action
173	Page 58 6. NWNJ Units will ensure all victims and witnesses are advised of hearings and results.	CPS POLICE	John Giffard Ch. Insp P Hall; Harry Ireland K Prosser; Heads of Witness Care Units,	01/06/2005	NWNJ not implemented fully;	NWNJ Project Board to continue to review operational needs for compliance with minimum standards and full use of the Xhibit portal
174	7. PVL will be installed at Stafford Court, and Stafford Crown Court	HMCS	Dave Bennett	01/01/2006		Current indications are that no further funding is available
Page 63	PLEA AND DIRECTIONS (Part 11 Guilty Plea Cases, Part 22 Not Guilty Plea Cases)					
	All cases					
175	1. PDH's will held in open court each Monday and Friday and form part of the mixed list on those days.	HMCS	Dave Bennett;	01/01/2005	yes	no obvious further action
176	2. The Crown Court at Stoke on Trent will use PVL and installation of PVL will be sought for Stafford	HMCS	Dave Bennett	01/01/2005	partly	Current indications are that no further funding is available for Stafford
177	3. On receipt of case papers from CPS, certain categorised cases will be referred to the Resident Judge for consideration of referral to the Presiding Judge to ascertain which type of Judge will hear the case.	HMCS	Dave Bennett;	01/01/2005	yes	no obvious further action

Para No	Action Details	CJS Agency	Key Players	Implementn date	Implemented	Next Action
178	4 4. The Lord Chief Justice's Practice Rules 31.7.1995 will be adhered to. Where neither an indication of guilty plea or a list of required witnesses has been received 14 days prior to PDH, the matter will be referred to the appropriate Judge. Data of non-compliance will be collated, reviewed and evaluated to allow Resident Judges to be made aware of firms who persistently fail to comply with the rules. Defence solicitors will also inform SPA to allow prompt preparation of reports	JUDICIARY HMCS	Resident Judges CC CPOs	01/04/2005	yes	CC CPOs to monitor non compliance with directions and bring to attention of Resident Judges
	Guilty Pleas					
179	5 5. CPS will inform the CJSU within 2 working days that the decision to accept a proposed Guilty plea has been made, preventing unnecessary remedial work by CJSU/OICs on the submitted files.	CPS POLICE	Harry Ireland CPS CPOs John Giffard, Supt Gallagher	01/01/2005	yes	CJSU to explore use of Xhibit as alternative source of information with a view to removing the need for CPS to provide this information
180	6 6. For anticipated Guilty Pleas the LO will liaise with the SPA Liaison Officer to establish if a PSR will be prepared for the PDH. If a report will be available the case will remain in the list for plea and sentence. Where the report will not be available the file will be referred to a Judge for a decision as to whether the case should remain in the PDH list or be adjourned to a date when the report will be available. Monitoring of timeliness of defence notification will be undertaken to ensure that this system is operated effectively by the defence as at paragraph 4 above.	HMCS SPA JUDICIARY	Dave Bennett; Rob Mandley Resident Judges CC CPOs	01/01/2005	yes	no obvious further action
	Not guilty pleas					

Para No	Action Details	CJS Agency	Key Players	Implementn date	Implemented	Next Action
181	7. For anticipated NG pleas the defence will provide a list of witnesses required to attend the trial, 14 days before the PDH date. CPS will complete an LWAC (witness list) and forward it by email to witness Liaison for them to establish witness availability. Where no witnesses requirements are provided, CPS will still complete and forward an LWAC by email based on their assessment of likely witness requirements for both parties. Witness Liaison will then provide witness availability to the Court and CPS prior to PDH.	DEFENCE CPS POLICE	Senior Partners; LCS Harry Ireland TU Managers, B1 caseworkers; NWNJ Heads & Witness Witness warning staff	01/01/2005	yes	NWNJ still to be established in North by 1/11/2005 otherwise operational. Monthly report to Resident Judges produced from monitoring data in the North. Issues in South largely resolved following inception of NWNJ Unit
182	8. The LO will complete a schedule detailing the potential trial dates for the PDHs in the list, taking into account witness availability, nature of offence, special measures, likely time estimate, age of case, bail/custody status. The LO will attend the PDHs armed with the annotated warned list, witness availability, fixed and firm lists and provide the court with potential trial dates based on the information available. Where witness requirements and availability have not been ascertained by the PDH the case will be adjourned for a maximum of 7 days, with consideration of wasted costs from non-complying parties where appropriate. A trial slot will be given at the effective PDH, save for trials with a time estimate of more than 2 weeks, cases of murder/manslaughter, and other cases requiring High Court Judges. For these cases a trial date will not given at PDH, as work is pooled between several High Court centres, and the trial date will therefore fixed at monthly High Court Listing meetings.	HMCS	Dave Bennett CC Listing Officers	01/01/2005	yes	no obvious further action
183	9. The time estimates given for trials at PDHs will be monitored, and emerging trends considered at the monthly Case Progression meetings.	HMCS	Dave Bennett CC CPOs	01/07/2005	no	Monitoring not yet commenced. Further consideration to be given by LIT as to likely effectiveness of such monitoring.

Para No	Action Details	CJS Agency	Key Players	Implementn date	Implemented	Next Action
184	10. A bench warrant will be issued forthwith if a defendant fails to appear without sufficient reason and will be delivered to the Staffordshire police contact point within 24 hours. The introduction of Xhibit in Staffordshire will allow consideration of electronic transfer of warrants within one hour of issue. The Enforcement Delivery sub-group of LCJB is tasked to set and monitor appropriate timeliness targets for all warrants.	HMCS POLICE	Dve Bennet, Court clerks; John Giffard, Supt Gallagher	01/01/2005	Partly	Enforcement sub-group to confirm use of electronic transfer of bench warrants is acceptable
185	11. Prior to arraignment, prosecution and defence counsel will complete a plea and directions pro forma, which includes witness requirements, trial issues and an estimate of trial length, which will be considered by the judge before directions are made and a trial date given. In Stoke a copy of the pro forma endorsed with the Judge's directions will then be handed to the prosecution and defence advocates, in Stafford this will be delivered the next day.	JUDICIARY COUNSEL HMCS	Resident Judges, Heads of Chambers, Dave Bennett, CC staff	01/01/2005	partly	Full compliance with CCMP under CJR 2005 has not been achieved nationally
186	Page 64 12. The Judge will fix a pre trial review date if appropriate at this stage.	JUDICIARY	Resident Judges,	01/01/2005	yes	no obvious further action
187	13. The court clerk will monitor production of prisoners to the courtroom and report any delays to the Criminal Business Manager, who will take the appropriate action with the PECS monitor. If a satisfactory response is not received the system for upward referral of the complaint will be utilised. At the end of each month a return of late production of prisoners to the courtroom will be sent to Court Service Headquarters. This monitoring system will not identify those instances where prisoners have been delivered late, but court downtime does not occur. PECs self monitor late delivery to courts, and will provide copies of analysed data to court managers on a monthly basis. Late delivery will be the subject of review by the PECs monitor, who has power to impose fines. How this information will be fed back into the CJS is not yet clear, as financial penalties have only been an option since January 1 st 2005.	HMCS PECS	Dave Bennett Criminal Business Manger Court Clerks Eric Johnson	01/01/2005	yes	no obvious further action
188	14. At the end of the PDH, the Judge will consider the bail/custody status of the defendant and make the appropriate order. In custody cases the CTL expiry date will be announced in open court.	JUDICIARY	Resident Judges,	01/01/2005	yes	no obvious further action

Para No	Action Details	CJS Agency	Key Players	Implementn date	Implemented	Next Action
189	15	JUDICIARY COUNSEL HMCS CPS	Resident Judges, Heads of Chambers, Dave Bennett, CC staff, Harry Ireland CPS CPOs	01/01/2005	partly	Full compliance with CCMP under CJR 2005 has not been achieved nationally but forms completed by the Judiciary follow the process outlined. The police and CPS CPOs are not co-located.
190	16	HMCS NWNJ	Dave Bennett CC Listing Officer; K Prosser; Ch Insp P Hall, NWNJ Heads, NWNJ Staff	01/01/2005	partly	Email not used to date - CJIT to set timetable for establishing details of NWNJ email box to allow commencement. NWNJ to clarify compliance with recommendation re contact. NWNJ not yet established in the north
191	17	DEFENCE HMCS	Senior Partners; LCS Defence CPOs, Dave Bennett, CC CPOs	01/04/2005	yes	CC CPOs report failure to comply with directions to Judiciary but there is no obvious method of checking defence compliance prior to failure becoming obvious.

Para No	Action Details	CJS Agency	Key Players	Implementn date	Implemented	Next Action
Page 69	READINESS ASSESSMENT					
	(For Trial) (Part 23 Not Guilty Cases)					
192	1. Trials will be listed at the earliest opportunity commensurate with the interests of justice subject to judicial and courtroom availability.	HMCS	Dave Bennett; Listing Officers	01/01/2005	yes	no obvious further action
193	2. A trial date will be fixed at plea and directions hearing save for agreed accepted cases (usually an unlawful death caused otherwise than involving a motor vehicle, long fraud cases, lengthy sexual offences cases). In the south immediately following PDH, the forms will be sent to the CPS CPO. In the north the forms are copied and handed over in court Following receipt of the PDH the CPS CPO will email the CPS lawyer, CPS case worker, police CPO and covert policing managers with a list of the NG cases to allow prompt action on outstanding tasks. A Secondary Review will be completed by CPS owning lawyer within 7 days of PDH, confirming that there are no outstanding evidential/disclosure issues and that the view of counsel in the BS2 is in accordance with the lawyer's view of the case. Any outstanding issues will be raised by way of email memo to ERO.	HMCS CPS	Dave Bennett; Listing Officers Harry Ireland, TU Heads CPS CPOs Reviewing lawyer	01/01/2005	yes	Compliance to be confirmed to CCP via Quartlery Unit Reports
194	3. The defence solicitor will note the date of the trial given at PDH and ensure the defendant takes note of the said date. The court CPO will liaise with the defence to confirm trial readiness. The defence solicitor will keep the defendant informed of future hearing dates and action defence directions following PDH.	DEFENCE HMCS	Senior Partners; LCS Defence CPOs, Dave Bennett, CC CPOs	01/04/2005	yes	CC CPOs report failure to comply with directions to Judiciary but there is no obvious method of checking defence compliance prior to failure becoming obvious.

Para No	Action Details	CJS Agency	Key Players	Implementn date	Implemented	Next Action
195	4. Directions Diary will be put on CPS public drive for access by owning caseworker and lawyer. Directions will be put into diary by admin staff on post court updating. Caseworkers will have responsibility to ensure actions are updated on diary. In case of difficulties/non-compliance caseworkers will have responsibility to liaise with CPS CPO who will have responsibility for liaising with other CPOs, and will contact the court to arrange for appropriate directions. Defence solicitors must ensure the Court CPO is informed immediately if directions cannot be met.	CPS DEFENCE	Harry Ireland; TU Heads, CPS CPOs TU Mangers,B1 caseworkers; Defence CPOs	01/04/2005	yes	There is a duplication of systems with CPS and Ct CPOs. CPOs should liase with a view to having one system, particularly in the light of the CPS CPO's NG Directions spreadsheet.
196	5. Once the trial has been given a fixed date the Court CPO will be in contact with the defence, and with the CPS and police CPOs.	HMCS CPS POLICE DEFENCE	Dave Bennett; Ct CPOs Harry Ireland, CPS CPOs John Giffard, Police CPOs	01/01/2005	yes	not all CPOs in post
197	6. The owning CPS lawyer and caseworker will complete trial readiness check forms to indicate the trial readiness, and the lawyer will take realistic decisions as to the viability of the case before the weekly case progression meetings. All instances where this does not occur will be referred to the Unit Head or the Unit Manager by the CPS CPO.	CPS	Harry Ireland; TU Heads, CPS CPOs TU Mangers,B1 caseworkers;	01/01/2005	yes	CPS Managers to continue to review trial readiness.

Para No	Action Details	CJS Agency	Key Players	Implementn date	Implemented	Next Action
198	7. The police CPOs will be full time posts. At least 5 working days prior to the meeting the CPS CPO will send to the police CPO a list of cases to be considered at the Trial Readiness Check Meeting. This will allow them to research cases prior to the meeting, and resolve outstanding issues.	POLICE	John Giffard; Supt Gallagher	01/11/2005	no	It is understood that LCJB have decided to pilot two CPS CPOs in the south to work with a part time police CPO; in north a fulltime Police CPO will be appointed to work with one CPS CPO. The agencies will then evaluate which is the better use of resources.
199	8. It will be re-iterated to the prosecution team that the purpose of the weekly meeting of CPOs is a final check to ensure all work has been completed and the file is trial ready. To reflect the purpose of the meeting it will be renamed a Trial Readiness Check Meeting. The Trial readiness check forms will be signed off at the meetings by all parties. Where a case is not trial ready the reasons why will be investigated at the meeting, and the court CPO will refer for judicial intervention via the LO. For prosecution team issues the Unit Head/CJSU Inspectors will also be informed where necessary.	CPS	Harry Ireland; TU Heads, CPS CPOs TU Mangers,B1 caseworkers;	01/01/2005	yes	CPS Managers to continue to review trial readiness.

Para No	Action Details	CJS Agency	Key Players	Implementn date	Implemented	Next Action
200	9. Police CPOs will operate the same duties north and south. In the light of impending legislation (Criminal Procedures Rules 2005), which will be in force from April 2005, these posts will become full time to mirror the other agency CPOs. The police CPOs will each keep a case progression book recording outstanding actions for the police. Following the meeting these details will be transferred to a database accessible to all CJSU staff, and there will be a monitoring or chase system in place to confirm the actions have been taken. The CPOs will action the issues themselves via the force tasking system or telephone, and report back to CPS via a form MG20, and advise the EROs of actions taken. An update concerning outstanding queries will be made within 24 hours of the meeting.	POLICE	John Giffard; Supt Gallagher	01/11/2005	no	It is understood that LCJB have decided to pilot two CPS CPOs in the south to work with a part time police CPO; in north a fulltime Police CPO will be appointed to work with one CPS CPO. The agencies will then evaluate which is the better use of resources.
201	Page 70 10. Trial Readiness Check Meetings will be held weekly, attended by CPS, Police and Court CPOs, and Witness Liaison. Deputies will attend in the absence of the nominated attendee. There will be a CPS lawyer on standby to deal with issues arising (e.g. whether a trial can proceed if a certain witness is unavailable).	HMCS CPS POLICE	Dave Bennett; Ct CPOs Harry Ireland, CPS CPOs John Giffard, Police CPOs	01/01/2005	yes	not all CPOs in post
202	11. Where the court cannot honour a fixed trial date (e.g. trials needing to be vacated due over-running trials), the Court CPO will advise the CPS CPO, who will liaise with the owning caseworker and lawyer. Where the matter remains unresolved the owning lawyer and the LO will discuss the implications before a final decision is made by the listing officer as to how the issue will be resolved. Once the decision has been made the CPS CPO will have responsibility for ensuring that witness liaison/NWNJ are informed where necessary. Confirmation will be available through the final Crown Court daily list which will be sent after June 2005 by email.	HMCS CPS	Dave Bennett; Ct CPOs Harry Ireland, CPS CPOs John Giffard, Police CPOs	01/01/2005	yes	not all CPOs in post; Transmission of daily lists currently by fax

Para No	Action Details	CJS Agency	Key Players	Implementn date	Implemented	Next Action
203	12. Where it is believed by the court CPOs that an issue remains outstanding, the matter will be referred to the Listing Officer for judicial intervention either ex parte or a formal hearing.	HMCS	Dave Bennett; Listing Officers	01/01/2005	yes	Where a case has to be listed parties will ensure witness and counsel availability is provided as if the trial date is vacated a new trial date will be allocated on the day
204	13. The importance of ETMP and the importance of their individual contribution to effective trial management will be explained to all staff by all agencies. Job descriptions and processes will be amended to incorporate the impact on roles and responsibilities.	HMCS CPS POLICE DEFENCE	Dave Bennett, Court Managers; Harry Ireland, Unit Heads; John Giffard, Supt. Gallagher; LCS rep	01/11/2005	No	All agencies to ensure that Line managers take lead responsibility for explaining ETMP with assistance from the LIT and LCJB Communications Officer
205	14. In appropriate cases the LOs will have responsibility to list PTRs . The defendant will be required to attend all hearings, unless otherwise judicially ordered. To prevent wastage of court time and further delay OICs and victims will have been contacted before the PTR where consideration is to be given to alternative acceptable pleas. Pleas at PTRs will allow utilisation of the allocated trial time to other cases.	HMCS CPS POLICE DEFENCE	Dave Bennett; Listing Officers; Harry Ireland, TU Heads, Lawyers; Caseworkers; NWNJ	01/11/2005	in part	Defence failure to engage by early notification of alternative pleas restricts the effectiveness of this proposal, and shadow/statutory charging should also reduce the these instances of alternative pleas.

Para No	Action Details	CJS Agency	Key Players	Implementn date	Implemented	Next Action
206	15. All Special Measures will be submitted and considered in a timely manner in accordance with locally agreed timescales. Email will be used for both submission and confirmation of decisions.	HMCS CPS POLICE DEFENCE	Dave Bennett; Listing Officers; Harry Ireland, TU Heads, Lawyers; Caseworkers; NWNJ	01/01/2005	in part	Transmission by email is agreed CJIT business flow, but this has not been achieved
Page 75	TRIAL (Part 24 Not Guilty Cases)					
	TRIAL OF ISSUES ANCILLARY TO SENTENCE (such as Newton Hearings) (Part13 Guilty Plea Cases)					
207	1. Trials will be listed at the earliest opportunity commensurate with the interests of justice subject to judicial and courtroom availability.	HMCS	Dave Bennett; Listing Officers	01/01/2005	yes	no obvious further action
208	2. A trial date will be fixed at plea and directions hearing wherever possible. In the south immediately following PDH, the forms are sent to the CPS CPO. In the north the forms are copied and handed over in court. CPS CPOs will operate the same system, and email the CPS lawyer, CPS caseworker, police CPO and covert policing managers a list of the NG cases to allow prompt action on outstanding tasks. Secondary Review will be completed by owning lawyer within 7 days of PDH, confirming that there are no outstanding evidential/disclosure issues and that the view of counsel in the BS2 is in accordance with the lawyer's view of the case. Any outstanding issues will be raised by way of email memo to ERO.	HMCS CPS POLICE	Dave Bennett; Ct CPOs; Harry Ireland, CPS CPOs, Lawyers; Caseworkers;	01/01/2005	in part	Participating parties to confirm system is fully operational by 1/11/2005
209	3. The Directions Diary will be put on public drive for access by owning caseworkers and lawyers. Directions will be put into diary by admin staff on updating. File owning caseworkers will have responsibility for updating the diary when actions completed. In case of difficulties/non-compliance caseworkers have responsibility to liaise with CPS CPO who has responsibility for liaising with other CPOs and where necessary seeking an extension for compliance. Defence will also notify Court CPO of failures to comply.	CPS	Harry Ireland;CPS CPOs	01/01/2005	Yes	There is a duplication of systems with CPS and Ct CPOs. CPOs should liaise with a view to having one system, particularly in the light of the CPS CPO's NG Directions spreadsheet.

Para No	Action Details	CJS Agency	Key Players	Implementn date	Implemented	Next Action
210	4. The defence solicitor will note the date of the trial given at PDH and ensure that the defendant takes note of the date. The court CPO will liaise with the defence to confirm trial readiness. The defence solicitor will keep the defendant informed of future hearing dates and action defence directions following PDH.	DEFENCE; HMCS	Senior Partners; Dave Bennett, Ct CPOs	01/01/2005	Yes	No obvious further action
211	5. Once the trial has been given a fixed date the Court CPO will maintain contact with the defence, and the CPS and Police CPOs.	HMCS	Dave Bennett, Ct CPOs	01/01/2005	Yes	No obvious further action
212	6. Before the weekly case progression meetings the owning CPS lawyer and caseworker will indicate trial readiness, by completion of a trial readiness check form. The lawyer will take realistic decisions as to the viability of the case. CPS Unit Heads will review lawyer performance in this area and take appropriate action to ensure compliance with trial check needs. The Court CPO will send a note of any additions to the published firm list to the Police and CPS CPO to allow readiness checks to commence ahead of the meeting. Once IT is available consideration will be given to email transmission of the list. This and other changes, e.g. implementation of Criminal Procedures Rules 2005 in force from April 2005, will require Police CPO posts to become full time to mirror the other agency CPOs.	CPS HMCS POLICE	Harry Ireland, TU Heads, Lawyers; Caseworkers,C PS CPOs; Dave Bennett; Ct CPOs; John Giffard, Supt Gallagher, Police CPOs	01/01/2005	in part	Police CPO to become fulltime in north; second CPS CPO to appointed in south; IT transmission of additions to published firm list available but not used
213	7. At weekly case progression meetings attended by CPS, Crown Court and Police CPOs, and a representative from witness liaison, the cases listed for the following 2 weeks will be examined to assess trial readiness. Outstanding issues will be addressed with relevant parties to ensure the case will remain effective on the allocated trial date, or brought before the court for mention. Issues considered will include witness availability, witness problems, unused material disclosure, any outstanding evidential issues, and compliance with court orders. All CPOs will keep records of actions taken from the PDH onwards, to provide a chronology of issues arising on each case including court orders. The purpose of the Trials Check Meeting will be re-affirmed to the prosecution team as a final check to ensure all work has been completed, not a first review of the situation since PDH.	CPS HMCS POLICE	Harry Ireland, TU Heads, Lawyers; Caseworkers,C PS CPOs; Dave Bennett; Ct CPOs; John Giffard, Supt Gallagher, Police CPOs	01/01/2005	Yes	Court to monitor effectiveness of TCMs by sharing data of vacated trials wef 1/8/2005. Results to be discussed at monthly cracked and ineffective trials meetings.

Para No	Action Details	CJS Agency	Key Players	Implementn date	Implemented	Next Action
214	8 8. The police CPOs will keep a case progression book recording outstanding actions for the police, and following the meeting transfer details to a database accessible to all CJSU staff. They will normally action the issues via the force tasking system or telephone, report back to CPS on form MG20, and advise the EROs of actions taken. Responses to outstanding queries will normally be made within 24 hours.	POLICE	John Giffard, Supt Gallagher, Police CPOs	01/04/2005	in part	Police to monitor effectiveness of system, and confirm fully operational Countywide
215	9 9. A CPS lawyer will be available during Trial Check meetings to make decisions on legal issues. CPS CPOs will advise Unit Heads of instances where owning lawyers have failed to sign off readiness certificates prior to meetings. CPS Unit Heads will review lawyer performance in this area and take appropriate action to ensure compliance with trial check needs.. The Court CPO will ring the defence for outstanding information. All agencies will ensure that CPOs are deputised and all meetings occur and are attended appropriately	CPS HMCS POLICE	Harry Ireland, TU Heads, Lawyers; Caseworkers,C PS CPOs; Dave Bennett; Ct CPOs; John Giffard, Supt Gallagher, Police CPOs	01/01/2005	Yes	see 7 above for validation that all parties maintain commitment
216	Page 76 10 10. Where emergencies occur in listing, to ensure effective communication to all interested parties, the Court CPO will advise the CPS CPO, who will liase with the owning caseworker and lawyer, before a final decision is made by the listing officer.	HMCS CPS NWNJ	Dave Bennett; Ct CPOs Harry Ireland, CPS CPOs John Giffard, Police CPOs	01/01/2005	yes	not all CPOs in post;
217	11 11. Where it is believed by the CPOs that an issue remains outstanding, the matter will be referred to the Listing Officer for judicial intervention either ex parte or a formal hearing.	HMCS	Dave Bennett; Listing Officers	01/01/2005	yes	Where a case has to be listed parties will ensure witness and counsel availability is provided as if the trial date is vacated a new trial date will be allocated on the day

Para No	Action Details	CJS Agency	Key Players	Implementn date	Implemented	Next Action
218	12. There will be an effective explanation given to all staff of the importance of their role in ETMP, the impact on others of their action/inaction, and the importance of keeping their CPO informed of all developments..	HMCS CPS POLICE DEFENCE	Dave Bennett, Court Managers; Harry Ireland, Unit Heads; John Giffard, Supt. Gallagher; LCS rep	01/11/2005	No	ETMP to be circulated to all managers; this action plan to be approved by LCJB and published to appropriate staff
219	13. In appropriate cases the LO will have responsibility to list PTRs before the trial date to ensure that the case is fully trial ready, and that the defendant will maintain a not guilty plea. The defendant will be required to attend all such hearings. To prevent wastage of court time and further delay OICs and victims will be contacted before the PTR where consideration is to be given to alternative acceptable pleas.	HMCS CPS POLICE DEFENCE	Dave Bennett; Listing Officers; Harry Ireland, TU Heads, Lawyers; Caseworkers; NWNJ	01/11/2005	in part	Defence failure to engage by early notification of alternative pleas restricts the effectiveness of this proposal.
220	14. Special measures applications will be electronically prepared and submitted, in a timely manner. Decisions will be made within 5 days of receipt, and confirmation sent by email.	HMCS CPS POLICE DEFENCE	Dave Bennett; Listing Officers; Harry Ireland, TU Heads, Lawyers; Caseworkers; NWNJ	01/01/2005	in part	Transmission by email is agreed CJIT business flow, but this has not been achieved
Page 78	SENTENCING (Parts 14 and 25)					
	READINESS ASSESSMENT GUILTY PLEAS (PART 12)					
221	1. The court will sentence at the earliest possible opportunity	HMCS	Dave Bennett; Listing Officer	01/01/2005	yes	No obvious further action
222	2. Where a case is to be sentenced and reports are required consideration will be given to using SDR, but where appropriate cases will be adjourned for PSRs, medical, or other reports	HMCS	Judiciary	01/01/2005	yes	No obvious further action
223	3. SPA will prepare PSRs within 15 working days. In appropriate cases, such as those involving vulnerable or intimidated victims, CPS reviewing lawyers will consider instructing counsel to apply for fixed sentence dates to improve the service to victims. All other cases will be placed on a reserve list. NWNJ will have responsibility for informing victims of sentencing dates.	SPA CPS NWNJ HMCS	Rob Mandrey, SPA officers; Harry Ireland, Reviewing Lawyers; NWNJ staff; Dave Bennett; Listing Officers;	01/01/2005	yes	No obvious further action

Para No	Action Details	CJS Agency	Key Players	Implementn date	Implemented	Next Action
224	4. The SPA will inform the court if a PSR is not going to be available for the hearing. The matter will then be referred ex parte for judicial directions. The case will then either be adjourned to a date when the report will be available or listed for mention to resolve the issue.	SPA HMCS	Rob Mandley, SPA officers; Dave Bennett; Listing Officers;	01/01/2005	yes	No obvious further action
225	5. Defence solicitors will keep the defendant informed of sentence hearings in writing with oral confirmation.	DEFENCE	Senior Partners	01/01/2005	yes	No obvious further action
226	6. All defence solicitors will inform Listing Officer of non-availability of a requested report, where defence are responsible for the production of the report.	DEFENCE	Senior Partners	01/01/2005	yes	No obvious further action
227	7. Where readiness dates for reports are exceeded on a second or subsequent occasion, the matter will be referred to a Judge for consideration of a "mention hearing."	HMCS SPA DEFENCE	Dave Bennett; Listing Officers; Rob Mandley, SPA officers; Senior Partners	01/01/2005	yes	No obvious further action
228	8. Where a defendant does not attend for a sentencing hearing an application for an arrest warrant not backed for bail will be made.	HMCS CPS	Judiciary; Harry Ireland, prosecuting counsel	01/01/2005	yes	No obvious further action
229	9. Applications under POCA if not fully prepared in time for the sentencing hearing will be dealt with at a separate hearing.	HMCS CPS	Judiciary; Harry Ireland, reviewing lawyer	01/01/2005	yes	No obvious further action
Page 83	APPEALS FROM THE MAGISTRATES' COURT					
	READINESS ASSESSMENT (Part 26)					
	DETERMINATION (Part 27)					
	(All references to NG files include proof in absence files)					
230	1. Defence will lodge appeal notice with Magistrates Court, Crown Court and CPS within 21 days of final hearing in Magistrates' Court.	DEFENCE	Senior Partners	01/01/2005	yes	No obvious further action
231	2. CPS will retain all NG trial files for 28 days after final hearing before sending original statements/exhibits to CJSU.	CPS	Harry Ireland, Unit Heads, admin staff	01/04/2005	yes	No obvious further action

Para No	Action Details	CJS Agency	Key Players	Implementn date	Implemented	Next Action
232	3. Police file archiving will not occur before 28 days from final hearing in Magistrates Court and receipt of CPS file to safeguard unused material	POLICE	John Giffard, Supt Gallagher, admin staff	01/04/2005	yes	No obvious further action
233	4. A working party will be established to review current practices by all agencies with regard to original exhibits and statements at all stages of the case following charge.	CPS POLICE HMCS	Harry Ireland, Unit Heads; John Giffard, Supt. Gallagher; Dave Bennett, Justices Clerk, Court Managers	01/11/2005	No	Working party to be established by 1/11/2005
234	5. Upon receipt of the Notice of Appeal the Magistrates' Court administration will forward to the Crown Court within 4 working days the Notice, and required papers. Where the Notice is received by the Magistrates court out of time the Magistrates Court will invite the defendant to supply reasons to the Crown Court for the late application and grounds for appeal. Upon receipt of the application to appeal out of time the Crown Court will refer the matter to a Judge for ex parte consideration. Where leave to appeal out of time is granted the Magistrates' Court will be notified, and the paperwork dealt with as above.	HMCS	Dave Bennett, admin staff	01/01/2005	yes	No obvious further action
235	6. Provided that the recommendations regarding archiving are adopted there will be no requirement for CPS to notify CJSU of appeals.	CPS POLICE	Harry Ireland, Admin staff; John Giffard, admin staff	01/04/2005	yes	No obvious further action
236	7. Crown Court CPO will establish contact with defence solicitors to ensure that defence are in contact with their client and have taken appropriate instructions.	HMCS	Dave Bennett, Ct CPOs	01/08/2005	yes	No obvious further action
237	8. The CPS will inform the court and the defence if for any reason it is not intended to oppose the appeal, and the court will then give an early listing.	CPS	Harry Ireland, admin staff;	01/01/2005	yes	No obvious further action
	Appeal against sentence					
238	9. Any short custodial sentences (one month or less) will be listed at the first available opportunity within 6 working days of receipt of papers. Other cases will be put into the next unpublished firm list (3 weeks hence). The appeals will listed for Thursdays or Fridays when Magistrates are rostered to attend	HMCS	Dave Bennett, Listing Officers	01/01/2005	yes	No obvious further action

Para No	Action Details	CJS Agency	Key Players	Implementn date	Implemented	Next Action
239	10. CPS will prepare a brief for counsel or in-house HCAs within 14 days of notice being received or less for short custodial sentences.	CPS	Harry Ireland, admin staff;	01/01/2005	yes	No obvious further action
240	11. The CPO role for the Court and CPS CPO will be minimal. There will no involvement by the police CPO	HMCS CPS	Dave Bennett, Ct CPOs; Harry Ireland, CPS CPOs	01/01/2005	yes	No obvious further action
	Appeals against Conviction					
241	12. Within 5 working days of receipt of the paperwork from the Magistrates Court, the Crown Court will contact CPS admin team and NWNJ via email to establish witness availability, and will contact the defence for a time estimate. As a last resort NWNJ will contact CPS on the third working day after receipt of the Crown Court email if no LWAC has been provided. Continued need for this reminder will be brought to the attention of CPS line managers. NWNJ will supply availability to the court within 5 working days of receipt of the LWAC. In all those cases where the defendant was sentenced to a custodial sentence of a month or less, the Crown Court will indicate the likely listing date, albeit still subject to availability. In these urgent cases all parties will take immediate action and the above timescales will not apply.	HMCS CPS POLICE	Dave Bennett, Listing Officers; Harry Ireland, TU Managers, admin staff; John Giffard, Supt Gallagher, NWNJ managers and staff	01/04/2005	No	For clarification this procedure does not apply to Gatso cases. TU Unit Managers and Crown Court Listing Officers, NWNJ Managers need to meet to resolve blockages in notifications which are causing delays in listing.
242	13. Magistrates will be rostered to sit for 2 days at a time, to reduce delay in listing longer appeals. In the north efforts will continue to seek more Judicial continuity.	HMCS	Dave Bennett, Mags Court admin	01/01/2006	No	Future Magistrates' sittings Rotas to reflect this
243	Page 84 14. Defence will confirm witness requirements when notice of appeal is lodged with CPS and Court. Any failures will be noted by Court CPO and any continual failure to comply to be brought to the attention of the Judiciary.	DEFENCE, HMCS	Senior Partners; Dave Bennett, Listing Officers	01/04/2005	Yes	In implementation it became apparent that Listing Officers should be involved rather than CPOs.

Para No	Action Details	CJS Agency	Key Players	Implementn date	Implemented	Next Action
244	15. LWACs sent to NWNJ shall only contain names of witnesses required and their status	CPS POLICE	Harry Ireland, admin staff; John Giffard, DCC Swift	01/04/2005	No	Serious technical issues have delayed implementation of NSPIS and CPS link. Unlikely to be resolved for at least 12 months
245	16. CPS will send LWAC to NWNJ by email within 5 working days of receipt of notice of appeal or 2 working days of notification from the Crown Court, whichever is earlier. CPS will seek confirmation of required witnesses from the defence within the same 5 working days if not received with notice (see 14 above), requiring a response within 2 working days and to forward any amended LWAC as a result to NWNJ within 2 working days of receipt of response from defence. If no action has been taken by CPS prior to notification from the Crown Court the timescales will be reduced to 2 working days for each parties' actions.	CPS HMCS DEFENCE	Harry Ireland, TU managers, admin staff; Dave Bennett, Listing Officers; Senior Partners	01/11/2005		TU Unit Managers and Crown Court Listing Officers, NWNJ Managers need to meet to consider systems
246	17. CPS will retain all Not Guilty files for 28 days from final hearing in the magistrates court before returning the original statements and exhibits to CJSU	CPS	Harry Ireland, Unit Heads, admin staff	01/04/2005	yes	No obvious further action
247	18. CPS will retain TPO NG files for 28 days from final hearing in the magistrates court before returning them to TPO.	CPS	Harry Ireland, Unit Heads, admin staff	01/04/2005	yes	No obvious further action
248	19. CPS will prepare a brief for counsel/HCA within 14 days of notice being received unless the case requires urgent listing when it will be prepared as soon as possible.	CPS	Harry Ireland, Unit Heads, admin staff	01/04/2005	yes	No obvious further action
249	20. The LO will list at the earliest opportunity subject to court and witness availability.	HMCS	Dave Bennett; Listing Officer	01/01/2005	yes	No obvious further action