



Consultation Protocol between the Hertfordshire Criminal Justice Board and the Community Liaison Group

The protocol sets out the consultation relationship between the Hertfordshire Criminal Justice Board (HCJB) and the Community Liaison Group (CLG). It will help ensure an effective interface with the public of Hertfordshire so as to influence policies and procedures within the local Criminal Justice System (CJS).

Revised 2009

The purpose of the CLG.

- To inform outside agencies and individuals about the continuing work of the HCJB and about new initiatives which are being introduced.
- To regularly review the Criminal Justice 'landscape' in the county and take an independent view as to priorities.
- To take an independent look at programmes initiated by the HCJB.
- To provide a means for outside Agencies and others who are not directly represented on the HCJB to bring to the Board's attention matters which the Group consider need attention.
- To assist the work of the HCJB by periodically arranging public consultation and discussion of its work.
- To assist the Board when its work requires contact with agencies or individuals working within the Criminal Justice sector.

The Protocol

The relationship between the HCJB and the CLG has been established by protocol since November 2003, revised in May 2005.

The HCJB agrees to the following to contribute to the efficient working of the CLG.

- The Chair of the HCJB shall attend the CLG once a year a date that is suitable for a review of the Board's Annual Strategic Plan and Action Plan
- The Chair of the CLG shall sit as a full member of the HCJB and should also sit on the Public Confidence Group.
- The HCJB shall, if possible, consult with the CLG on major new initiatives in advance of their implementation. It is accepted that frequently the timeframe

will not allow for this, in these cases the CLG shall have the opportunity to comment at a later date.

- Give consideration to the Group's opinions at the earliest possible opportunity and respond either through the Convenor or direct to the Group.
- The HCJB will discuss annually with the CLG either directly or through the Chair the organisation of a conference, or conferences, or other suitable public consultation and its subject matter.
- The HCJB accepts that this outward facing way of working will bring benefits to it.
- In order to carry out its work the CLG needs to be adequately resourced and supported by HCJB staff and others within the Agencies represented on the Board.

The CLG agrees to the following to facilitate its support of the HCJB's work.

- Maintain a membership of 20 which should be reviewed annually. Its membership should be representative of as many strands of the criminal justice system as possible.
- Meet not less than three times a year.
- Be chaired by the Chair whose position should be considered and endorsed by the CLG annually.
- Be able to establish sub-groups, chaired by a member of the Group but including any other individuals who have a particular expertise relevant to the subject under discussion. The membership of any sub-group to be approved by the CLG as a whole or by the Chair.
- Undertake a regular overview of the Criminal Justice system in the County and the impact that Board policies may have on it and pass its views to the Board for consideration.
- The CLG will, as a regular part of its work, look at current work in progress and offer its opinions on the success or otherwise of new initiatives.
- Any matters needing urgent attention may be taken by the Chair direct to the HCJB Chair.
- After consultation with the HCJB the CLG will arrange conferences, seminars or other appropriate meetings to promote the CJ system and the work of the Board. These may be arranged jointly with other organisations by agreement with the Board.

The current membership of the CLG is as follows:

List of Consultation Leaders responsible for ensuring the protocol is observed:

<u>Name</u>	<u>Organisation (if any)</u>
Richard Pleydell-Bouverie (Chair)	Independent HCJB Member
HHJ Baker QC	St Albans Crown Court
	Defence Advocate
	Defence Advocate
David Padgett	Victim Support
David Graham MBE	Independent Monitoring Board
Philip Winter	Hertfordshire County Council
Ben Dennis	Stevenage World Forum
	HACRO
Chris Hannaby	Vale House
Nicholas Moss	Hertfordshire Courts Board
Judy Howlett	Hertfordshire Branch Magistrates' Association
Andrew Simmons	Connexions
Neil Ashley	Princes Trust
Sally Patient	Hertfordshire Police Authority
Marianne Vits	Hertfordshire Criminal Justice Board

Signed on behalf of the HCJB,

Frank Whiteley, Chair of the HCJB and Chief Constable.

Signed on behalf of the CLG,

Richard Pleydell-Bouverie, Chair, the CLG.

Points of Contact

Crown Prosecution Service	David Robinson Chief Crown Prosecutor Queens House 58 Victoria Street St Albans AL1 3HZ ☎ 01727 798700	National Probation Service	Tessa Webb Chief Probation Officer Graham House Yeoman's Court Ware Road Hertford SG13 7HJ ☎ 01992 516908
Her Majesty's Courts Service, Hertfordshire	Mike Littlewood Area Director Register Office Block County Hall Hertford SG13 8DF ☎ 01992 556544	Youth Offending Team (Yot)	Tom Rees Assistant Director CSF County Hall Pegs Lane Hertford SG13 8DQ ☎ 01992 556337
Hertfordshire Police	Frank Whiteley Chief Constable Police Headquarters Stanborough Road Welwyn Garden City AL8 6XF ☎ 01707 354501	HM Prison Service	Damian Evans Governor HM Prison The Mount Molyneaux Avenue Bovingdon Hemel Hempstead Herts HP3 0NZ ☎ 01442 834363
		Community Liaison Chair	Richard Pleydell-Bouverie Community Liaison Group c/o Criminal Justice Policy Unit, Police HQ Hertfordshire Constabulary, Stanborough Road, Welwyn Garden City, AL8 6XF ☎ 01707 638517

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