#### **BETTER CASE MANAGEMENT**

#### **GUIDANCE PACK (2) FOR LOCAL IMPLEMENTATION TEAMS**

#### **Updated January 2016**

#### **From the Better Case Management Working Group**

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# PURPOSE

This pack provides a set of core documents to assist Local Implementation Teams in their work to deliver Better Case Management (BCM) and the Digital Case System (DCS) in their Circuit.

The pack includes documents and information on:

* Context
* Governance arrangements
* Terms of Reference for the BCM National Implementation Team (NIT)
* Draft Terms of Reference for Local Implementation Teams (LITs)
* BCM Implementation Timeline
* Training and communication aids for the use of the LIT
* Copies of key documents, training and guidance issued internally by participating agencies
* Draft Process maps
* Action Plan and template for reporting readiness for BCM and sample completed Action Plan
* Guidance and forms
* Defence Toolkit

# CONTEXT

BCM is a judicially led initiative superintended by the Senior Presiding Judge and delivered through Circuit based LITs. As far as possible LITs should approach their work in a uniform and consistent manner and will be assisted by this pack of guidance for reference purposes.

It is not intended to repeat details in this document which have been published already but rather to provide links to those published documents.

The purpose of BCM is explained in the *Better Case Management Information Pack*, which was issued by the SPJ on 10 September 2015 and can be found here:

<https://www.judiciary.gov.uk/publications/better-case-management/>

A separate information pack will be delivered in respect of DCS by the Criminal Justice Efficiency Programme.

# GOVERNANCE

The governance structure for the Better Case Management is set out in the flowchart below:

**LEVESON IMPLEMENTATION GROUP**

**PQBD LED**

**NATIONAL CRIMINAL JUSTICE BOARD**

**CPS CEO Reporting as SRO**

**BCM NATIONAL WORKING GROUP**

**CROSS AGENCY**

**BCM NATIONAL IMPLEMENTATION TEAM**

**SPJ LED**

**LOCAL IMPLEMENTATION TEAMS – (CIRCUITS)**

**JUDICIALLY LED**

**CROSS AGENCY**

**HHJ KINCH QC**

**HHJ MARTIN EDMUNDS QC**

**Judicial Advisors to the Working Group**

**Local - LITs (if necessary)**

**JUDICIALLY LED**

**CROSS AGENCY**

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# TERMS OF REFERENCE

Document 1: BCM National Implementation Team (NIT) – Terms of Reference



Document 2: BCM Circuit based Local Implementation Team (LIT) – Draft Terms of Reference

The draft Terms of Reference for circuit based LITs can be amended to suit local circumstances; they can also be adapted for the purpose of drafting ToRs for local LITs.



# TIMELINE

A summary of the national implementation strategy for BCM and the Digital Case System (formerly known as CaseLines) is set out in the BCM Implementation Timeline.

Document 3: BCM Implementation Timeline



# LOCAL IMPLEMENTATION & TRAINING AIDS

A series of newsletters about Better Case Management (BCM) have been published by the Senior Presiding Judge (SPJ) and can be found here:

<https://www.judiciary.gov.uk/publications/better-case-management/>

Document 4: PowerPoint Presentation to assist in defence engagement meetings

The presentation is based on an original version developed by HHJ Peter Collier QC for defence engagement meetings in Leeds. This can be adapted for local engagement as LITs see fit.



Document 5: CPS – An Introduction to Better Case Management

CPS training brief for the initial two hour training session due to be delivered to CPS Crown Court staff during September and early October, attached for information with supporting PowerPoint.



Documents 6 to 12: BCM – Judicial Guidance for Resident Judges

Detailed Guidance to assist Resident Judges working with their Local Implementation Teams in implementing BCM is produced here as follows:

|  |  |
| --- | --- |
| BCM – Judicial Guidance for Resident Judges |  |
| Annex 1 – BCM Stage by Stage – Judicial Guidance |  |
| Annex 2 – BCM Action Plan – Judicial Guidance |  |
| Annex 3 – BCM PSR Guidance – Judicial Guidance |  |
| Annex 4 – Magistrates Guidance – Judicial Guidance   * Annex A – BCM Crim PR, CPD * Annex B – BCM PSR Guidance * Annex C – BCM MC Questionnaire |  |
| Annex 5 – BCM MC Questionnaire – Judicial Guidance |  |
| Annex 6 – PTPH form – Judicial Guidance |  |

Documents 6 to 12: BCM – Judicial Guidance for Resident Judges

Detailed Guidance to assist Resident Judges working with their Local Implementation Teams in implementing BCM is produced here as follows:

# PROCESS MAP

A BCM process map, issues and actions log has been produced by the LIT in Yorkshire and is attached here for information.



# ACTION PLAN

The work of the Circuit LIT will be guided by an Action Plan. The Action Plan requires a report on the state of readiness for each action and must be updated at the end of each month (from end September to end January) and forwarded to Alyson Sprawson to provide assurance to the NIT regarding timely and successful implementation.

Document 7: BCM Local Implementation Teams – Action Plan



Document 8: BCM Local Implementation Teams – Action Plan – sample completed

The attached provides an example of a completed action plan.



# FURTHER GUIDANCE & FORMS

The following further documents are produced here for reference and information:

|  |  |
| --- | --- |
| BCM Aide Memiore for Magistrates |  |
| BCM Exception Cases guidance |  |
| BCM MC Questionnaire (Cymru/Wales) |  |
| BCM Telephone Conference Hearings Guidance |  |
| PTPH – Use in DCS – Interim Guidance |  |

# DEFENCE TOOLKIT

A Defence Toolkit has been produced to provide defence practitioners with a quick reference guide, covering all they need to know about BCM.



# QUESTIONS

If LITs have questions or require clarification regarding any issues to do with BCM they should contact [BCM.Info@judiciary.gsi.gov.uk](mailto:BCM.Info@judiciary.gsi.gov.uk) in the first instance.