



**NATIONAL STATISTICS
CRIME AND JUSTICE THEME WORKING GROUP
MINUTES OF MEETING 19th July 2000**

COMMITTEE MEMBERS PRESENT

Chris Lewis	HO (Chair)	Gerry Mulligan	NISRA
David Moxon	HO	Sandy Stewart	SE
Andy Maulby	LCD	Chris Jones	CPS
Gordon Barclay	HO	Sarah Burdett	CS

ALSO PRESENT

Julian Blackwell	HO (item 6)	Phil Ramdeen	HO (item 6)
James Denman	ONS (item 6)		

SECRETARIAT

Chris Chantler	NSPD, ONS
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CIRCULATION

All participants

Absent Members:

Paul Wiles	HO
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Others for information:

Alan Jackson	NAW	Richard Erskine
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Action:

1. Apologies for absence were received from:
 - Paul Wiles (HO), in whose absence Chris Lewis took the Chair

2. Julian Blackwell and Gordon Barclay, both from the Home Office, have been added to the membership of the Group.

3. Item 1: Minutes and matters arising

4. The minutes of the last meeting were agreed.

5. The actions arising from the last meeting were discussed. The Group were pleased to announce that they had either met or made significant progress on all matters arising..

6. The revised Terms of Reference were agreed.

7. The Group discussed the revised scope list for the Theme . Some minor amendments were made and the secretary will circulate a finalised list to all members by correspondence.

Chris Chantler

8. The Group then discussed the quality review programme and considered the revised list of chunked outputs. Amendments to some of the chunks were suggested and the secretary will circulate a finalised list. The Group were keen to establish across administrations.

Chris Chantler

9. It was thought that there may be equivalent publications in Scotland to those produced by the Home Office with regard to Section 95 of the Criminal Justice Act. Any such outputs should be listed in the scope list (paper 3) and in the appropriate chunks in the quality paper (paper 6).

Sandy Stewart

10. It was reported that not all members had received the common briefing note. A copy will be attached to the minutes.

Chris Chantler

11. Items 2 and 3: Existing User Consultation Arrangements (paper C&J (2000) (7)) and Further guidance on stakeholder consultation (Paper C&J 2000(10))

12. The Chair introduced these papers.

13. The paper outlines the current mechanisms broken down into Annexes by department. Any gaps in these annexes should be returned to the secretary by the end of August.

**Andy Maultby/
Sarah Burdett/
Gerry Mulligan**

14. Some general comments on the draft were made and the secretary will action these.

Chris Chantler

15. Terms of Reference for the Home Office Information Needs Committee will be added.

David Moxon

16. The Group felt that, in the short term at least, the existing mechanisms

represented sufficient user consultation.

17. There were some specialist areas such as the Welsh Language Board, RNIB etc where the Group thought that it would be sensible to establish a process should the need to arise to either consult certain user groups or be asked for documents to be issued in particular ways. It was agreed to keep a watching brief..

18. The Group agreed the proposed timetable for user consultation, and recognised the fact that a list of specialist groups should be drawn up.

19. Item 4: Guidance on the three-year workplan (paper C&J (2000) (8) and the daft plan (paper C&J (2000) (9))

20. These papers were introduced by the Chair.

21. The Group considered the guidance.

22. Chris Lewis volunteered to act as editor for the Theme.

23. The Group discussed the work that needed to be done to get the plan drafted to timetable. The draft was discussed and each member of the group agreed to provide the Chair with details of new work or changes to existing programmes under each heading by the end of August. **All**

24. Following general discussion it was agreed that:

- Developments in the devolved administrations would be included under each chapter heading, rather than in a separate annex for each
- It was considered important for Ministers to see the plan and the Group agreed to circulate a copy to all the appropriate Ministers for their information at the same time as placing it on the web site for user consultation.

25. Item 5: Guidance on Transparency (paper C&J (2000) (11))

26. This paper was introduced by the Chair.

27. The Group re-iterated the view expressed at the last meeting, that minutes and output papers should be made available on the website, but process papers would not constitute effective user consultation.

28. Item 6: National Statistics website (paper C&J (2000) (12))

29. James Denman, from the Website Team in ONS , Julian Blackwell and Phil Ramdeen from the Home Office attended for this item.

30. James provided a demonstration of the website and the Crime and Justice Theme presence in particular.
31. In discussion the Group expressed concern about there being just the one enquiry point on the website. The Group questioned whether this represented the most effective service to users. It was agreed that some analysis of customer satisfaction should be undertaken once the website was established.
32. Julian Blackwell then briefly outlined the RDS website and invited the Group to comment upon it.
33. The Group considered how best to update the National Statistics website. Julian is the “web champion” to the theme, and in the short term, he will co-ordinate any returns. It will be the responsibility of the website team to place things on the website.
34. James introduced the paper, outlining the need for an informal SLA to be drawn up between all the major players concerned with the website to ensure it remains up to date and reflects the Theme. **James Denman**
35. The Group agreed to the proposal that an agreement is drafted by James in August, with a view to it becoming a working document by the end of September.
36. The Group felt that populating the website would be resource intensive and that this was an issue that needed to be addressed. The Secretary pointed out that there were no central funds available. The Group agreed to keep a watching brief on this.
37. **Item 7: Future Agenda Items (paper C&J (2000) (13)**
38. This paper was introduced by the secretary.
39. The items listed represent the areas that the Group must address to fulfil its terms of reference. However, with the exception of the planning process timetable, other items could be moved between meetings as priorities dictated.
40. The Group agreed that the paper represented a useful aide memoire.
41. **Any other business**
 - The group will meet next in November 2000