

31 March 2022

Dear Members

Meeting of the Sentencing Council – 8 April 2022

The next Council meeting will be held in the **Queens Building, Judges Conference Room, 1st Floor Mezzanine at the Royal Courts of Justice**. This will be a hybrid meeting, so a Microsoft Teams invite is also included below. **As mentioned at the last meeting, this meeting will likely run slightly shorter than has been the norm recently. The meeting is Friday 8 April 2022 and will from 9:45 to 14:30.**

As you will know all legal restrictions relating to Covid come to end on 1 April 2022. Although we have yet to have sight of any revised guidance on meeting room use from HMCTS, our understanding from them is that, with the restrictions formally ending on 1 April we should be able to proceed use the room without distancing as long as we ensure adequate ventilation (which will become part of their standard health and safety guidance going forward anyway).

As previously, if you have any concerns regarding these arrangements then we are continuing to retain the hybrid option so please do not feel that you need to attend in person if you would feel uncomfortable.

If you are not planning on attending in person please do let me know ASAP so Jess and I can plan accordingly.

Notwithstanding the end of legal restrictions, we feel it would be prudent to retain some additional safety measure. After discussing with Tim we feel the following are appropriate:

- Only a core of council members and essential office staff depending on each agenda item are to attend in person. Any observers, whether external or members of the office are to attend virtually.
- Anyone who currently has Covid, or who recently had Covid within the last 7 days and is yet to be testing negative, is asked not to attend in person.
- Anyone with respiratory illness symptoms is similarly asked not to attend in person.
- Anyone who has had recent close contact with someone who has tested positive (within 72 hours of contact, or a test result) is asked not to attend in person.

- All in person attendees are encouraged to consider taking a lateral flow test if they can, although we recognise that this may not be possible now Government provision of tests has ceased for most people.
- The room will be kept as well-ventilated as possible.
- We ask that people bring their own lunch again but we will provide tea / coffee and wrapped snacks at the table as per the last meeting
- Finally, to reiterate that if anyone feels uncomfortable attending on the above basis, they are free to attend remotely and provision for that is being made.

A **security pass is needed** to gain access to this meeting room. Members who do not know how to access this room can, after entry head straight to the Queen's Building where Jessica and Gareth will meet members at the lifts and escort them up to the meeting room. If you have any problems getting in or finding the Queen's Building, then please call the office number on 020 7071 5793.

The agenda items for the Council meeting are:

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| ▪ Agenda | SC(22)APR00 |
| ▪ Minutes of meeting held on 4 March | SC(22)MAR01 |
| ▪ Child Cruelty | SC(22)APR02 |
| ▪ Totality | SC(22)APR03 |
| ▪ Business Plan and Risk Register | SC(22)APR04 |
| ▪ Terrorism | SC(22)APR05 |

Refreshments

Tea, coffee and water will be provided on the day but, due to the current existing RCJ safety guidance, a buffet style lunch will not be provided. Members are welcome either to bring lunch with them (the kitchen area next door contains a fridge) or to avail themselves of the local lunch options. The lunch break is 30 minutes.

Members can access papers via the members' area of the website. As ever, if you are unable to attend the meeting, we would welcome your comments in advance.

The link to join the meeting is: [Click here to join the meeting](#)

Best wishes



Steve Wade

Head of the Office of the Sentencing Council