



Ministry  
of Justice

## Addendum to current SRO letter of appointment

Date: 31 March 2015

To: Natalie Ceeney, Senior Responsible Owner (SRO) for the Criminal Justice System Efficiency Programme (Phase 2); Common Platform; and HMCTS Reform

From: Ursula Brennan DCB, Permanent Secretary and

David Blackall, Chief Executive, MPA

Subject: Appointment as Senior Responsible Owner (SRO) for the Criminal Justice System Efficiency Programme (Phase 2); Common Platform; and HMCTS Reform

Addendum to Letter of Appointment

In addition to the responsibilities and accountabilities outlined in our letter of 18 March 2015, the publication of the Guidance for Civil Servants on Giving Evidence to Parliamentary Select Committees October 2014 has occasioned the need to bring to your attention your new responsibilities and accountabilities as SRO of the Criminal Justice System Efficiency Programme (Phase 2); Common Platform; and HMCTS Reform Programme.

As SRO you have personal responsibility for the delivery of the Criminal Justice System Efficiency Programme (Phase 2); the Common Platform; and HMCTS Reform Programme, and will be held accountable for the delivery of their objectives and policy intent; for securing and protecting their vision, for ensuring that they are governed responsibly, reported honestly, escalated appropriately and for influencing constructively the context, culture and operating environment of each project.

In addition to your internal accountabilities, you should also be aware that SROs will now be held personally accountable to Parliamentary Select Committees. You will be expected to account for and explain the decisions and actions you have taken to deliver the project (or specific milestones). In your case this means that from the date of signature of this letter you will be held personally accountable and could be called by Select Committees for delivery of Criminal Justice System Efficiency Programme (Phase 2); Common Platform; and HMCTS Reform Programme.

It is important to be clear that your accountability relates only to implementation: it will remain for the Minister to account for the relevant policy decisions and development.

You should make sure you understand the guidance "Giving Evidence to Select Committees – Guidance for Civil Servants" at:

[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/364600/Osmotherly\\_Rules\\_October\\_2014.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/364600/Osmotherly_Rules_October_2014.pdf)

You should also make yourself aware of the Major Projects Authority (MPA) guidance on management of major projects: (<https://www.gov.uk/government/policy-teams/major-projects-authority>)

Yours sincerely

*Ursula Brennan*

*David Blackall*

Permanent Secretary

Chief Executive

Ministry of Justice

Major Projects Authority

I confirm that I accept the addendum/letter to appointment including my personal accountability for implementation of the project as detailed in the letter above.

Name of SRO: Natalie Ceeney

Signature of SRO: *Natalie Ceeney*

Date: 31 March 2015