



Home Office

# Detention Case Progression Panels

Version 8.0

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# About this guidance

This guidance outlines the purpose and processes for the Case Progression Panels (CPP). This guidance can be a point of reference for Case Progression Panel members and chairs as well as those Home Office staff that work in detained casework and are in receipt of Case Progression Panel recommendations.

## Contacts

If you have any questions about the guidance and your line manager or senior caseworker cannot help you or you think that the guidance has factual errors, then email the Case Progression Panel team.

If you notice any formatting errors in this guidance (broken links, spelling mistakes and so on) or have any comments about the layout or navigability of the guidance then you can email the Guidance Rules and Forms team.

## Publication

Below is information on when this version of the guidance was published:

- version **8.0**
- published for Home Office staff on **07 June 2023**

## Changes from last version of this guidance

Amendments have been made to the following sections of this guidance:

- [Case Progression Panel Recommendations](#) – included section on considering cases with Secretary of State (SOS) bail and Immigration Judge bail granted in principle, where only a light touch review is needed
- [Post-panel casework actions](#) – revised wording regarding casework responsibility when reviewing CPP recommendations, post panel Atlas actions and [CPP reporting](#)

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# Case Progression Panel background

Case Progression Panels (CPP) have been in operation since February 2017 providing internal assurance of all cases after an individual has been detained for 3 months and soon after every 3 months of detention thereafter. Each CPP consists of a chair, CPP members and CPP experts, who review the appropriateness of continued detention, adherence to the Adults at risk in immigration detention policy, case progression actions and provide recommendations to the team responsible for the ownership of the cases concerned.

The CPP review detention after an individual has been detained for 3 months and soon after every 3 months of detention thereafter, beginning with the week following the third 28-day Detention and Case Progression (DCPR) review. However, cases can also be referred by units such as Detention Gatekeeper, Detention Operations, Detention Engagement Teams and the Detained Vulnerability Assurance and Advice Team when it is felt that additional scrutiny might be useful outside of the 3 monthly cycle. Cases from all detained commands are reviewed together with the aim of ensuring consistency of use of detention powers across different case types, increasing the speed of case progression and reducing the length of time any individual spends in detention.

The CPP are an internal safeguard providing additional scrutiny to further minimize the likelihood of inappropriate or unduly prolonged detention, and the consequent risk of unlawful detention.

## **Related content**

Adults at risk in immigration detention policy

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# Purpose of the Case Progression Panels

The Case Progression Panels (CPP) have 2 primary objectives:

- to review continued detention
- to evaluate case progression

The functions of the CPP are to:

- ensure a consistency of process and approach to reviewing detention and case progression across the immigration system
- drive case progression and casework diligence to effect departure from the UK, whether by administrative removal or deportation
- provide additional oversight for the identification and management of potentially vulnerable people in detention

In ensuring consistency of process and approach across the immigration system the CPP will:

- provide a forum to review all cases where individuals have been detained for more than a prescribed period
- standardise the review methodology: balancing application of Hardial Singh principles and, where applicable, any associated risks attached to release
- provide clearly evidenced and fully justified reasoning behind recommendations for continued detention or consideration of release

In placing vulnerability considerations about individuals who are detained at the heart of detention management the CPP will:

- provide established, robust safeguards to prevent detention continuing for longer than is absolutely necessary
- afford an additional opportunity to identify and highlight potential vulnerability in line with the Adults at risk in immigration detention policy and relevant Detention Service orders (Detention Services Order 3/2017 Care and management of detainees refusing food and/or fluid and Detention Services Order 6/2008 - Assessment care in detention and teamwork)

In looking to identify immigration system efficiency, the CPP will drive value for the public purse in assisting to:

- reduce the overall number of people in detention for prolonged periods, reducing the associated costs of detention
- prevent unlawful detention and any subsequent financial penalties
- clearly evidence decisions to maintain detention to assist in defending legal challenges and claims for unlawful detention

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**Related external links**

[R \(Hardial Singh\) v Governor of Durham Prison \[1983\] EWHC 1 \(QB\).](#)

# Case selection

The Case Progression Panels (CPP) will review all cases after an individual has been detained for 3 months and soon after every 3 months of detention thereafter, beginning with the week following the third 28-day detention and case progression review. These are not measured in calendar months, but rather on a 28-day basis in line with the current detention policies.

Cases can be referred to the CPP on an ad hoc basis where an independent review of a case is required outside of the 3-monthly schedule. This can be at the request of units such as the Detention Gatekeeper, Detention Operations, the Detention Engagement Team, the Detained Vulnerability Assurance and Advice Team, the caseworker, The Strategic Director; or at the recommendation of a previous CPP.

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# Timing and scheduling of Case Progression Panels

Cases will initially be presented to a Case Progression Panel (CPP) after an individual has been detained for 3 months and soon after every 3 months of detention thereafter. The timings of these reviews are because:

- it provides a timely, sensible intervention point to promptly drive case progression and to review the reasonableness and appropriateness of detention, including highlighting any safeguarding concerns
- it provides effective, internally independent assurance at a reasonable timeframe
- a high proportion of those detained under immigration powers leave detention before the 3-month point, allowing an additional assurance measure to be focussed on the potentially more complex cases in which detention continues beyond that point

The number of CPP held each week will vary.

Those individuals detained for just over 3 months will be reviewed in a 3-month CPP. Those individuals detained for 6 and 9-months will be reviewed in the same CPP. Those individuals detained for 12 months or longer will be reviewed in a 12-month CPP. 3-month, 6-month and 9-month cases can be reviewed in the same CPP as those at the later stage of detention.

CPP are intended to normally last 2 hours and 30 minutes. The number of cases to be considered within each CPP will be tailored to this time-frame. This is to ensure that meaningful discussion can take place within the time-frame and to ensure that the potentially more complex cases of those detained for longer periods are given sufficient time for proper consideration and discussion. There is no requirement to consider all cases within a CPP, those not reviewed will be allocated for review at a subsequent CPP. There will always be a member of the CPP team acting as secretariat present.

As a minimum requirement for a CPP to operate, CPP members from Foreign National Offender Returns Command, National Returns Progression Command (NRPC), Returns Logistics and Litigation Operations and an Independent Panel Member are required. When resource within the team allows, the Detention Gatekeeper will be required to attend every CPP. If there is not a representative available from each of these core CPP members, then a CPP is unlikely to proceed. In these circumstances, the CPP chair will decide if it is appropriate to continue with the CPP or review all the individual cases at that scheduled CPP, considering whether the objective of the CPP can be met and the CPP is suitably independent, based on the available CPP members.

The core CPP members will be supplemented by CPP experts with further members from other detained casework business areas, such as the Detained Vulnerability

Assurance and Advice Team, the Operational Support & Certification Unit, Detention Gatekeeper and the Presenting Officers Unit. Relevant policy colleagues from Removals Enforcement and Detention Policy or Asylum Policy may also be in attendance. Where practically possible all panels will have an independent panel member.

With CPPs held virtually using Microsoft Teams, to increase inclusivity, all members attending are encouraged to turn on their cameras for introductions.

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# Pre-panel preparation

At least a week in advance of a Case Progression Panel (CPP), the relevant cases for consideration are identified by the CPP team, based on length of detention. A report is then collated and communicated to all CPP members to allow sufficient time for all necessary preparatory activities, including a review of cases to be considered within the CPP to be carried out. The report contains the following information:

- case information (including ownership)
- removal directions date (where applicable)
- any 'Adult at Risk' information
- criminal casework specific information (for example Multi-Agency Public Protection (MAPPA) and sentence) - please note that regarding sentence, the Serious Crime Act 2007 lists the following crimes as constituting serious crimes:
  - drug trafficking
  - human trafficking
  - arms trafficking
  - prostitution and child sex
  - armed robbery
  - money laundering
  - fraud
  - tax evasion and revenue offences
  - corruption and bribery
  - blackmail
  - intellectual property offences
  - environmental crimes
  - attempting, conspiring, encouraging or assisting, or aiding or abetting such an offence
- previous CPP recommendation and whether accepted by casework (where applicable)
- reason for a release recommendation not being completed (where applicable)

This report is re-run immediately prior to the CPP to ensure up to date information is available on the day.

CPP invitations are expected to be sent out a minimum of 2 weeks before a scheduled CPP. CPP members, from the core areas (Foreign National Offender Returns Command (FNO RC), National Returns Progression Command (NRPC)Lit Ops, Returns Logistics (RL)) who are unable to attend the CPP should respond to the invitation promptly and inform the nominated reserve representative, provided by the SPOC from the relevant business areas, to attend in their place in order for the CPP to operate with the required mandatory CPP panel members.

CPP members must confirm whether they are able to attend a CPP for each CPP which they are invited to, and this must be done a minimum of 3 days before the scheduled CPP. This is so the reserve panellist has enough notice to prep and attend the CPP.

It is the responsibility of the CPP SPOC from the core areas (FNO RC, NRPC, Lit Ops and RL) to identify and provide names of panel members alongside reserve panel members to the CPP team from their area of business, ensuring they have undergone the CPP training.

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# Minimum standards for Case Progression Panel review

In order for the Case Progression Panel (CPP) to make an informed, justified, proportionate and lawful recommendation, they will require accurate up to date information. All recommendations must be based on facts and speculation on individual cases must be avoided. Every CPP must consider the presumption of liberty throughout all individual case discussions, ensuring that alternatives to detention (such as Secretary of State (SoS) bail including any mitigating factors) are considered in all cases and if alternatives to detention are deemed not appropriate, this is summarised by the CPP. It is also important that every CPP ensure avoidance of a presumption that applications and appeals will be refused or dismissed. Each CPP should review the following documents on Atlas and/or CID for each case, where applicable:

- the Detention and Case Progression Review document – containing detailed information on:
  - case progression steps taken and planned
  - barriers to removal, including steps taken to overcome or mitigate them and the estimated timescales for doing so
  - documentation status, including any steps taken/planned to obtain travel documents and the estimated timescales for doing so
  - any vulnerabilities, including the adults at risk level
  - clear reason/justification for continued detention
  - any public protection concerns
  - and clear estimation of likely removal timescales
- Atlas/CID screens:
  - CID Notes for taken and planned case progression steps (please note following Dual Keying Cessation there is no longer a requirement to update CID notes)
  - CID Special Conditions and Atlas Person Alerts for any relevant information, including adults at risk and vulnerability information
  - Atlas Detention Overview for detention details and any Detention Engagement Activity records and previous CPP recommendations
  - Atlas Compliance & Enforcement for Immigration Judge/Secretary of State bail details (Immigration Judge bail decisions and comments should be considered alongside the facts of the individual case, regardless of how recent they are), individual case types for status of applications and further representations and removal details for any current or previous removal directions
  - CID Appeal Details for any appeal details
  - Atlas/CID Judicial Review Details screen for any Judicial Review details
  - CID Documents Submitted/Travel Documents for any travel document details
  - CID Breaches for any breach/absconder details
  - CID Case Offences for any offence details

This is not an exhaustive list and further documents on Atlas/CID screens can be reviewed on individual cases where necessary. A CPP Information Reference Guide is available to all CPP members and will be attached to every CPP invite to assist in case preparation and discussion.

The CPP should in all individual cases, check if a previous CPP have reviewed the case and what their recommendations was and if any case progression actions were made. This will avoid the same recommendations being made on the same case and to ensure the progression of the case, especially against any previous case progression actions.

It is the responsibility for all areas of the business to regularly update Atlas/CID, even if just to confirm that an outstanding action remains open. This is not a new or additional requirement for any part of the business. This simply confirms what is expected of all caseworking units at all times.

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# Case Progression Panel roles and responsibilities

Case Progression Panel (CPP) members consist of a mix of grades from EO and above. The structure of CPP and individual responsibilities are set out below.

## Case Progression Panel chairs

The chair has overall responsibility for the management and oversight of the CPP, including:

- introducing and setting out the function of the CPP using the chair minimum checklist
- consistent application of detention policies and procedures
- ensuring coherent review of each case
- ensuring decisions are consistent, appropriate and proportionate, and are recorded accurately
- where necessary, recommend progression steps
- where identified, highlight safeguarding concerns
- encouraging an open and honest discussion on case progression and detention
- ensure the panel is conducted with professionalism and with reference to appropriate behaviours, challenging any inappropriate behaviours and flagging to the CPP lead within 24 hours of the CPP
- ensuring appropriate time is given for each case to be discussed fully
- engaging with all members and experts during the course of a CPP to ensure that recommendations reflect the collective views of the CPP
- complete and return the CPP Minimum Review Checklist to the CPP Team
- making a final decision on the recommendation being made by the CPP if CPP members are split and a majority decision cannot be reached
- summarising panel recommendations and mandated actions for each case following discussions
- participating in a post panel 'wash up' session alongside the independent panel member to provide feedback on cases needing escalation and/or panel member performance (if applicable)

A CPP chair checklist is available to all CPP chairs and must be followed to ensure a consistent running of a CPP and a consistent review of individual cases.

The seniority of the person acting as CPP Chair will escalate as the length of detention increases for the cases under consideration. As a minimum 3-month CPP will be chaired by an SEO. As a minimum, 6 and 9-month CPP will be chaired by a grade 7/Assistant Director. As a minimum a 12 month and beyond CPP will be chaired by a grade 7 but can be chaired by a grade 6 (Deputy Director/Assistant Director).

## Case Progression Panel members

All CPP members, including those dialling into the meeting, must participate actively in CPP discussions. They are responsible for reviewing individual cases to ensure:

- consistent application of policies and procedures
- decisions are consistent, appropriate and proportionate
- where necessary, progression actions are recommended
- where identified, potential adults at risk concerns are highlighted

## Case Progression Panel experts

As well as contributing as a CPP member, a CPP expert will provide detailed, expert advice on the status of individual cases and a broader awareness of removability and case progression. Teams which provide these experts may include Detention Gatekeeper, Detention Engagement Teams, Foreign National Offender Returns Command Investigation, the Detained Vulnerability Assurance and Advice Team, Litigation Operations, Operational Support & Certification Unit, Prisons, Operations and Prosecutions Team and Returns Logistics.

CPP Experts may attend the meeting of the CPP in person or provide written information in advance, depending on the particular CPP needs.

## Independent panel members

To provide independent oversight of detained casework operations and provide an element of transparency, an independent panel member will be included in all CPPs, with 10 independent panel members having been permanently recruited for this purpose.

Our approach to an independent presence in CPPs has been modelled on similar independent panels operating across the Home Office. This includes the Independent Family Returns Panels (IFRPs), which provide effective scrutiny and safeguarding advice on the handling of these sensitive removals; and the Modern Slavery Multi-Agency Assurance Panel (MAAP), which provides a similar function for potential modern slavery cases.

Independent panel members will have knowledge of public protection issues and management of potentially vulnerable people as well as experience working in a multi-disciplinary environment.

As well as having the same role as any CPP member, independent panel members will also record and report back following CPPs, highlighting significant discussion points, providing feedback and sharing best practice to inform the continued development of the process and raise standards.

Independent panel members will receive feedback from the CPP operational lead and CPP strategic lead on their contribution to panels.

## Case Progression Panel officer

A member of the CPP Team will introduce cases within the CPP. This introduction will be structured to make the panel aware of the barriers to removal and any known timescales to resolve these, the individuals AaR level and reason for this level, followed by the caseworker's assessment of any public protection concerns. A CPP officer will record the key points of the CPP discussion, as well as the recommendation or recommendations made in each case, including the reasoning given by the CPP. Given the experience of the CPP officer, they will be expected to guide and assist CPP chairs.

## Frequency of attendance

CPP members and chairs are required to be released by their business areas to attend 10 to 12 CPP over a 12-month period. This must be agreed by the member's or chair's line manager before they accept the role of a CPP member or chair.

## Pre-panel preparation

A report is collated by the CPP Team and communicated to all CPP members prior to the scheduled CPP. It is expected that all CPP members will carry out necessary preparatory activities, including a review of cases that are to be considered within the CPP. Depending on the experience of the CPP member and the make-up of the cases to be assured at the CPP, up to 2 hours is expected as reasonable preparation time.

## Professional standards

It is expected that all CPP chairs, members, experts and CPP officers will carry out and conduct CPP with professionalism and with the use of expected and appropriate behaviours in line with The Civil Service Code. This means it is expected the role will be carried out with dedication and with a commitment to the Civil Service and its core values of integrity, honesty, objectivity and impartiality. It is important that all those involved in CPP to ensure they always act in a way that is professional and that deserves and retains the confidence of all those with whom you have dealings while working fairly, efficiently, promptly, effectively and sensitively. It is also important to ensure, to the best of your ability the facts and relevant issues are set out truthfully, and any errors are corrected as soon as possible ensuring decisions are taken on the merits of each case.

If there are any concerns around the behaviour of a CPP chair, panel member and/or observer these must be addressed and challenged during the panel in order to retain the professionalism expected at a CPP. They should also be raised directly with the CPP lead within 24 hours for relevant actions to be taken. Inappropriate behaviours/comments at CPPs will not be tolerated and will be fed back to an individual's management chain. Action may also include limiting/ceasing individual involvement in CPPs until further training is provided and the CPP Team are satisfied there will be no risk to the professional conduct of CPPs going forward.

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[Pre-panel preparation](#)

**Related external links**

[The Civil Service Code](#)

# Case Progression Panel training

All Case Progression Panel (CPP) chairs and members must undertake formal CPP training. This training will inform the chairs and members of the purpose, function and process of the CPP, as well as the roles and responsibilities of both chairs and members and the minimum standard of consideration required within a CPP. This training is delivered by the CPP Team. Any updates to the training are communicated to all chairs and members. Refresher training is given to chairs and members when the need is identified by the CPP team or where this is requested from CPP chairs or members.

The training involves an overview of the CPP process and covers the detention policies that are considered within the CPP.

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# Case Progression Panel recommendations

The recommendations of Case Progression Panels (CPP) must be fully documented and disclosable. All recommendations must be based on facts and speculation on individual cases must be avoided. All CPPs must discuss a long-stop timeframe (which is the longest anticipated time an individual will remain in detention for the purposes of removal) when assessing removal timescales. The CPP should make a recommendation on all individual cases. If it is felt that there are significant reasons why the CPP are unable to reach a recommendation, this must be fully reasoned, and a timeframe given for these to be resolved to allow a subsequent CPP to make a recommendation. The CPP will review each case and recommend one of 3 actions.

## Recommend a grant of Secretary of State bail

The CPP believes there may be a barrier, or barriers, which may impact on the prospect of removing the individual who is detained within a reasonable time, or that detention may no longer be the most appropriate option, for example vulnerability issues are identified.

Based on the information available to the CPP on that day, the CPP considers that maintaining detention may not be appropriate because:

- there are barriers that may impact on realistic timescales to remove/deport the individual who is detained from the UK within a reasonable timeframe and/or
- there may be a deterioration in the health or wellbeing, emerging vulnerability issues or safeguarding concerns of the individual who is detained

If a grant of Secretary of State bail is recommended, the reasons for this recommendation will be provided to the casework team by email by the CPP Team. Any decision to release an individual from detention following a CPP recommendation is still required to go through any release authorisation process that is in place in the individual casework command. The case will be audited for progress 2 weeks after the CPP by the CPP Team, and, if the recommendation has not been followed, the CPP Team will decide whether the case should be re-referred to a CPP.

## Recommend maintain detention but with case progression actions

The CPP is satisfied that continued detention is justified and proportionate. However, there may be imminent, anticipated or planned events or actions which, if they do not occur, or are not likely to occur within the expected timescales, would require detention to be re-assessed. There is a risk that detention may not remain justified and proportionate without any such actions being carried out promptly, or if the events in question do not occur.

The recommendation by the CPP to maintain detention but with case progression actions will be made only if the CPP is satisfied at that point that detention remains justified and proportionate although the CPP believes that, without prompt action or progress, detention may become unjustified. Any recommended case progression actions that require a level of authorisation, whether this has been agreed locally in casework commands or is set out in policy, such as the setting of removal directions, still requires that authorisation process to be followed.

Examples of when it is appropriate for a CPP to set case progression actions would be to progress an application (such as an asylum claim or further representations), the obtaining of a travel document and the setting of removal directions where the CPP can see no clear and recent progress on these barriers to removal.

If continued detention is being recommended with case progression actions, these will be provided to the casework team by email by the CPP Team. The actions will be audited by the CPP Team for progress 2 weeks after the CPP and a decision made by the CPP Team on whether the case should be re-referred to a CPP sooner than the next 3-month point.

## **Recommended to maintain detention**

The CPP is satisfied that continued detention is justified and proportionate. The CPP believes there is sufficient justification to maintain detention based on the information available at the time of the review. The caseworker should continue to undertake regular reviews of detention as per normal. The CPP recommendation does not supersede any earlier decision to release an individual from detention, nor does it prevent such a decision from being taken.

## **Cases where Secretary of State (SOS) bail and/or Immigration Judge bail has been granted in principle.**

Cases with SOS or Immigration Judge bail granted in principle should continue to be reviewed at a CPP. However, as a decision on release has already been made, the default CPP recommendation is likely to be release in line with the bail grant. Panel discussions should therefore be focused on whether there has been any change in circumstances since bail was granted - with discussions focused on advancing case progression, removing barriers to release, and ensuring individuals who are identified as having vulnerabilities are receiving the appropriate support. If required, cases can also be escalated to the relevant casework teams to help drive case progression and mitigate litigation.

Changes of circumstances can include but are not limited to:

- changes in casework/removal barriers, such as, outstanding application concluded, removal barriers such as travel documents/routes now available
- changes in release barriers, such as, sourcing of accommodation
- changes to vulnerability and AAR levels

Cases where SOS bail or Immigration Judge bail has been granted will be flagged on case lists in order to make Chairs and panel members aware that they would only require a light touch review.

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# Post-panel casework actions

Following a recommendation from the Case Progression Panel (CPP), casework teams will be informed of the recommendation by the CPP Team via email to the casework team that are responsible for the case, including the case owner.

The casework team retains responsibility for reviewing and maintaining detention. The team should carefully consider and give significant weight to CPP recommendations. Where the casework team decides not to accept the CPP's recommendation, they must provide clear reasoning for this, which must be recorded on Atlas and in the next Detention and Case Progression Review (DCPR) form. Reasons may include, but are not limited to, consideration of material evidence in relation to the individual's detention that was not available to the CPP or any material change since the recommendation was made.

## Atlas action

The CPP Team will enter the recommendation of the panel for each case on Atlas via the manage detention function – record a case progression panel recommendation, this will include the date of the CPP, and the recommendation made. For those cases where a case progression action or a release has been recommended, the CPP Team will specify the details of the recommendation and reasons for this.

The casework team are then required to carry out the post case progression panel casework action on Atlas via the manage detention function. The casework team are required to select the type of case progression panel recommendation that is being actioned and input the date of that recommendation. The casework team are then required to select if they agree or disagree with that recommendation. If the recommendation is to be rejected, a free text box will allow reasoning for this rejection to be given. This action should be completed within 2 weeks of the recommendation being made, unless specified otherwise by the CPP Team.

## Detention and Case Progression Review (DCPR)

Acknowledgment that the case has been presented to a CPP and any recommendations made must be reflected within the next DCPR. This must give details of any recommendation, if it has been agreed with and if it will or has been taken forward, as well as when and by whom.

## Rejecting a recommendation

### Atlas

When a CPP recommendation is disagreed with or rejected, this must be recorded clearly and fully reasoned. All reasoning for the disagreement or rejection must be entered on Atlas and within the next DCPR. A free text box allows this reasoning to be given when a recommendation is rejected on Atlas. There needs to be a clear

and auditable account on Atlas and within DCPRs setting out the reasons why the recommendation or case progression actions have not been followed (for example, there has been a change in circumstances/new information). This will not only help when the next DCPR is conducted, or when cases return to the CPP, but will also assist in the event that a claim for unlawful detention is made.

Where a recommendation to release is disagreed with or rejected, the case should be re-referred by the casework team to the next available CPP if additional case progression actions are to be undertaken which will minimise the barriers to removal and thus lead to there being a realistic prospect of removal within a reasonable timeframe. Any decision to release an individual following a CPP recommendation to do so must be referred to and be agreed by the appropriate graded manager in the casework command.

## Atlas calendar events

Following a CPP, the CPP Team will update Atlas calendar events. This calendar event will reflect the date that the case was presented to a CPP and its recommendation. The calendar event will be either:

- CPP Review - Recommended Maintain Detention
- CPP Review - Recommended Case Progression Action
- CPP Review - Recommended Release

For those cases where the CPP has recommended maintaining detention with no case progression action, the Calendar Event (CPP Review - Recommended Maintain Detention) will be added and then completed by the CPP Team following the CPP.

For those cases where the CPP has recommended maintaining detention with case progression action, the calendar event (CPP Review - Recommended Case Progression Action) will be added by the CPP Team but will remain open. Once the casework team have reviewed the recommendation and the detention of the individual, in line with the requirements in [post-panel casework actions](#) above, the calendar event will then be completed by the casework team to reflect this. This must be done within 2 weeks of the CPP making its recommendation.

For those cases where the CPP has recommended release, the calendar event (CPP Review - Recommended Release) will be added by the CPP Team but will remain open. Once the casework team have reviewed the recommendation and the detention of the individual, in line with the requirements in [post-panel casework actions](#), the calendar event will then be completed by the casework team to reflect this. This must be done within 2 weeks of the CPP making its recommendation.

The CPP Team will, as part of their post-panel reviews, report monthly on the compliance of the post-panel casework action process, as noted above, to the relevant business areas, senior managements and [single point of contact \(SPOC\)](#). This will be carried out on a monthly basis, highlighting the compliance in updating

the caseworking system, the DCPR and whether reasoning has been given should a recommendation be rejected.

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# Case Progression Panel reporting

Casework teams are measured against compliance with CPP processes on the 3 areas below:

- compliance of each detained casework area with post case progression panels requirements of completing a Calendar Event when the panel recommendation (recommended to maintain detention with case progression actions and recommended release) has been reviewed
- compliance with acknowledging a progression action or release recommendation
- compliance with recording a panel's recommendation within a Detention and Case Progression Review (DCPR)

**Please note that following Dual Keying Cessation we currently cannot report on CPP compliance. We will be looking at how this reporting will look in the near future, pending a Vantage CPP report. It is however important casework teams continue to carry out post [post-panel casework actions](#) as set out above.**

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# Case Progression Panel: single point of contact (SPOC)

Each casework command/casework team is required to have a single point of contact (SPOC) within their business area to ensure that all Case Progression Panel (CPP) recommendations are considered, that detention and casework progression are reviewed following receipt of a CPP recommendation, and to ensure there is a clear audit trail on Atlas and within the Detention and Case Progression Review (DCPR) of these actions.

This will allow the CPP to have a consistent approach across detained casework to how post-Panel actions are considered and addressed. It will also help to ensure greater accountability as to how teams review CPP recommendations. The SPOC in each business area will have the following responsibilities (and should have a personal performance goal to reflect their role):

- ensure that all CPP recommendations are fed back to individual casework areas and case owners
- ensure that Atlas is clearly updated, acknowledging a CPP recommendation for all cases where the CPP has recommended release or case progression actions
- ensure that Atlas and the next DCPR are clearly updated, with reasons given, if the casework team reject a CPP recommendation
- ensure that the next DCPR is updated to recognise that the case was presented to a CPP
- ensure post case progression panel casework actions are completed on Atlas by the case owner
- be a point of contact for the CPP Team to discuss any changes to the CPP and their processes
- to receive the monthly compliance report and actively drive forward any compliance issues in their individual business areas

There is a suggested [performance goal for the role of the single point of contact](#).

## Related content

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# Single point of contact (SPOC) personal performance goal

Goal name: Case Progression Panel Single Point of Contact (SPOC)

Start date:

End date:

Goal Description: Case Progression Panels were introduced in February 2017, to provide an internal assessment of cases in detention every 3 months. They strengthen the legal safeguards against excessive length of detention

As a business area Single Point of Contact (SPOC) for Case Progression Panels, I have responsibility to:

- ensure that all CPP recommendations are fed back to individual casework areas and case owners
- ensure that Atlas is clearly updated, acknowledging a CPP recommendation for all cases where the CPP has recommended release or case progression actions
- ensure that Atlas and the next Detention Case Progression Review (DCPR) is clearly updated, with reasons given if the casework team are to reject a CPP recommendation
- ensure that the next DCPR is updated to recognise that a case was presented to a CPP
- ensure post case progression panel casework actions are completed on Atlas by the case owner
- be a point of contact for the CPP Team to discuss any changes to the CPP and their processes
- provide names of panel members (and reserve members) attending panels when requested by the CPP Team, if applicable
- receive the monthly compliance report and actively drive forward any compliance issues in my business area

## Success criteria

Suggested success criteria against this goal includes:

- to adhere to and actively participate in the panel process / guidance
- to ensure punctual attendance of nominated panel members and their reserve
- reviewing cases following a CPP recommendation and ensuring all post panel process are followed by relevant casework teams / case owner
- actively drive forward compliance with CPP process

Comments:

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# Case Progression Panel chair and member personal performance goal

Goal name: Case Progression Panel Chair and Member

CPPs were introduced in February 2017, to independently assess cases in detention every 3 months. They strengthen the legal safeguards against excessive lengths of detention. As a panel member or chair you will support the effective operation of case progression panels. Delivery includes:

- acting in accordance with the Civil Service core values of integrity, honesty, objectivity, and impartiality
- ensuring the consistent application of policies and procedures
- making sure decisions are consistent, appropriate, and proportionate
- where necessary, recommending progress steps to drive case progression
- where appropriate, highlighting safeguarding and vulnerability concerns
- considering new ways to enhance public services
- working collaboratively to deliver tough or unpopular messages.
- punctuality, attending CPPs on time
- informing the CPP team at least 3 days in advance if you are unavailable to attend a scheduled panel

## **As CPP Chair additional responsibilities include:**

- introducing and setting out the function of the CPP
- ensuring all panel members actively contribute, encouraging an open and honest discussion on case progression and detention on cases within the panel
- ensure the panel is conducted with professionalism and with reference to appropriate behaviours, challenging any inappropriate behaviours and flagging to the CPP lead within 24 hours of the CPP
- ensuring appropriate time is given for each case to be discussed
- making a decision on a CPP recommendation where a majority view cannot be reached
- ensuring a summary of panel recommendations and mandated actions are provided on each case for CPP Team to capture accurately
- participating in post panel 'wash up' session alongside the Independent panel member to provide feedback on cases needing escalation and/or panel member performance (if applicable)
- it is recommended that all Chairs shadow other Chairs periodically, at least 2/3 panels, in order to further enhance Chairing abilities and skills

## **Success criteria**

Suggested success criteria against this goal for all panel members and chairs includes:

- to adhere to and actively participate in the panel process / guidance
- to ensure punctual attendance to panels
- reviewing individual cases following proper levels of preparation and actively contributing to CPP discussions

Attending the minimum number of panels as set out in the Chairing expectations for your business area.

**Related content**

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