

PPS Management Board

10.00 Thursday 30 May 2019

Board Room, Belfast Chambers

Members:

**Stephen Herron (Chair)
Ian Hearst
Marianne O’Kane
Glenn Houston
David Best**

In Attendance:

**Tom Murphy
Libby Kinney**

Secretariat:

Policy and Information Unit

1. Apologies

Michael Agnew, Chris Welford

2. Welcome

The Director welcomed members to the May 2019 Management Board.

3. Declaration of Board Members’ Interests

None

4. Management Board Minutes

The previous minutes were agreed.

5. Actions from the Management Board meeting of 30 April 2019

AP 1-19/20 Ms O’Kane to provide a progress report on the case management of 80/40 day indictable and summary cases.

Cleared see Item 7.

6. Reports from Management Board Committee

Senior Management Group – 20 May 2019

The Senior Management Group minutes and actions from the meeting of 20 May 2019 were noted by members.

Mr Hearst advised that matters discussed included case management of the 80/40 day report, trauma resilience training, SCU and implementation of the new model.

People & Resources Committee 15 May 2019

Mr Hearst provided an update on the matters discussed and actions arising from the meeting on 15 May 2019. Members were advised of the progress of the People Forum and the various strands, in particular consideration of reward and recognition. Other matters discussed included the revised NICSHR report and trauma resilience training.

Mr Hearst provided an update on the Electronic Records and Document Management System (ERDMS) and advised that an outline implementation plan will be available for the June Board.

AP 2-19/20 Mr Hearst to provide an outline implementation plan for the introduction of ERDMS.

Performance & Delivery Committee 15 April 2019

Ms O’Kane updated members on the roll out of the Working Together Project and the Indictable Case Process and the need to improve performance and maximise opportunity. As regards ICP, there is a lack of insight into the current quality of engagement and a quality assurance review is required to determine whether we are meeting our obligations and if there can be more effective and robust engagement. It is imperative that there is early engagement between the police and prosecutors and between the prosecutors and defendants representatives.

Ms O’Kane advised of other matters discussed and provided an update on innovation and ways of more effective delivery, including the Clinic + Model, streamlined indecent image cases and the potential for a glossary of drug terms.

7. Performance Issues

Performance Summary

Members reviewed and discussed the caseload figures and noted that in comparison with the last 12 months caseloads have slightly increased by 0.6%.

Caseload figures for the last three months have also increased from the previous three month period. Within CW Categories 1-4, Belfast & Eastern region showed the largest overall increase of 13.9%.

The overall regional work queue (unallocated files) has increased by 29.8% on the previous month. The work queue now stands at 1.2 weeks. Decisions issued during the last 12 months were relatively unchanged, however the overall number of indictable decisions issued has risen by 17%.

Of the ten regional timeliness targets, eight are being met over the last 12 months. Performance against the indictable targets are below the required level and members noted the figures and analysis for dip sampling.

Overview of Old Cases.

Ms O’Kane updated members on the latest figures and progress on clearing cases from the 80/40 day report. A further report was extrapolated from the existing data to identify outlying cases that needed urgent attention.

Members were briefed on the breakdown and analysis for both indictable and summary cases in each of the respective business areas. Overall there has been a slight increase in the number of indictable cases across all business areas, however significant progress has been made in clearing the oldest cases. Ms O’Kane provided assurance that progress has been made in almost every case.

The Serious Crime Unit have focussed efforts on the outlying cases where no progress has been made and have identified cases where a significant number of Decision Information Requests (DIRs) have been issued but not returned by the PSNI. Discussion ensued regarding the reasons for delay in progressing these cases, members noted improvement in older cases however the mid-range are still an ongoing concern. Ms O Kane to provide the Board will further trend analysis and a forecast for clearance of these cases.

A further report will be available for the next Board detailing the progress and a breakdown of the stage of each category of the cases.

AP 3-19/20 Ms O’Kane to provide a progress report including trend analysis and breakdown of the stage of each category of the cases and estimated clearance timescales.

SCU Monitoring Report

Ms O’Kane outlined the figures for the unallocated queue and the overall number of cases pending decision. There has also been an increase in the allocation time and this has been as a result of a reduction in available resources. Members

were advised of a number of ongoing capacity issues which are having an impact on productivity.

The Director emphasised the importance of the new model and the need for buy in to the cultural shift in respect of case management and relationships with police. It was agreed that the forthcoming visit by CPS staff to provide an overview of their approach and working practices will be beneficial in highlighting the transformation of RASSOs and both the benefits and pitfalls to avoid. Members acknowledged that it is not feasible to move outstanding cases to the new model, and a solution will have to be identified to address this work.

8. Finance

Finance Update March 2019

Board members reviewed and noted the paper outlining the key financial issues as of 31 March 2019, including the draft financial outturn figures, financial impact of the use of counsel and management and use of incentivisation fund.

Mr Hearst advised that the cumulative resource easement arose in overall operating costs and was equivalent to 0.8% of the overall budget. The Board discussed and noted the funding position and budget pressures in respect of 2019/20. There are anticipated pressures of £4.8 m of which £2m are considered inescapable, £1.2 of which is in respect of pensions, and will have to be addressed under Monitoring Rounds.

The Board wished to formally note and record their thanks to all staff in the Finance Team for their management of the PPS financial arrangements.

Briefing of Counsel April 2019.

Members reviewed and noted the Briefing Report of the allocation of counsel to cases. It was agreed that as the Senior Management Group have oversight of counsel spend then bi-annual reports would be sufficient governance for the Board.

AP 4-19/20 Mr Hearst to provide bi annual reports on the briefing of counsel.

Procurement Report March 2019

Members noted the key issues in the March 2019 Procurement Report, in particular the CMS contract and anticipated appointment by the end of June. Members also noted the Event Management and Graphic Design contracts which will be taken forward by CPD.

9. People Issues

NICSHR Update May 2019

Mr Hearst provided an overview of the new PPS Quadrant Report. Members noted the latest capacity figures, vacancy management and managing attendance figures. The projected outturn for working days lost in 2018/19 is 14.3 days which is an increase from the previous year's figure and is above the NICS average. Members also reviewed the performance management figures and noted the dates for completion of same.

RMT Update April 2019

Board Members noted and discussed the RMT report, including current staffing levels as of May 2019, management of vacancies, the health and well-being initiatives, corporate social responsibility, training analysis and IIP.

The Board wished to formally acknowledge and thank all staff who had volunteered as Panel Members in recent Promotion Board Competitions.

PPS People Plan

Mr Hearst provided a verbal update on progress with the PPS Plan.

10. Governance Issues

Corporate Risk Registers 2019/20

Mr Hearst updated members on the 2019/20 Corporate Risk Register.

PPS Purpose Priorities & Corporate Risks

Members noted and discussed the paper on Purpose Priorities & Corporate Risks.

Complaints Report

Members discussed the complaints and reviews update and noted the increase in number of reviews received in 2018/19.

11. Any Other Business

Website Project Update

Mr Hearst updated the Board on progress to complete the website/intranet refresh.

Business Cases

Members discussed the benefits and costs associated with the Events Management and accordingly approved the business case.

12. Papers for noting

Six Week Forward Planner/ Communication Update

Board Members noted the six week forward planner and communication update.

Communication Report

Ms Kinney presented an overview and analysis of the media queries, stakeholder engagements, internal communications, and digital developments including the website and social media.

13. Next Meeting

The next Management Board will take place on the 22 June 2019 in Belfast Chambers.

**Summary of Action Points arising from Management Board
Meeting of 30 May 2019**

<i>AP 2-19/20</i>	<i>Mr Hearst to provide an outline implementation plan for the introduction of ERDMS.</i>
<i>AP 3-19/20</i>	<i>Ms O’Kane to provide a progress report including trend analysis and breakdown of the stage of each category of the cases and estimated clearance timescales.</i>
<i>AP 4-19/20</i>	<i>Mr Hearst to provide bi annual reports on the briefing of counsel.</i>

Action Points carried over from previous meetings.

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