

PPS Management Board

11.30am Thursday 21 June 2018

Board Room, Belfast Chambers

Members:	Stephen Herron (Chair) Michael Agnew Christopher Welford Marianne O’Kane
In Attendance:	Tom Murphy Data Protection Officer Item 4 Head of RMT – Item 5
Secretariat:	Policy and Information Unit

1. Apologies

David Hughes Hallett
Ian Hearst

2. Welcome

The Director welcomed members to the June 2018 Management Board.

3. Declaration of Board Members’ Interests

None.

4. Presentation on GDPR

The Data Protection Officer (DPO) advised members that the General Data Protection Regulation (GDPR) had become effective since 25 May 2018. Members were advised of plans to make amendments to the Case Management System (CMS) and of ongoing discussions regarding revisions to the PPS Retention and Disposal Policy. The Board agreed that an action plan should be developed for implementation of changes to the retention and disposal policy and processes and that consultation should take place with relevant staff before this is finalised. The DPO advised he is engaging with his PSNI counterparts in this process.

The Board was updated on the recent SharePoint workshops and noted that specifications were being finalised. Privacy notices have now been completed and there are plans to increase awareness of compliance reporting to ensure any breaches are reported to the ICO within the appropriate timescales.

AP 3-18/19: The Data Protection Officer to provide the September 2018 Board meeting with an action plan outlining the approach to implement the retention and disposal policy.

5. Serious Crime Unit Presentation

The Head of RMT outlined the requirement to consider the longer term structure of the Serious Crime Unit (SCU). Members discussed the approach and timescales for the proposed review. A meeting is planned with Business Consultancy Services to scope and assist with the review and a small project team will be established internally to scope the review options and provide an advisory function. The Board noted and approved the approach, subject to minor changes in timetabling.

6. Management Board Minutes

The previous minutes were agreed.

7. Actions from the Management Board meeting of May 2018

AP 2-18/19: Mr Hearst to provide a timetable for the SCU Project Review for the June 2018 Management Board.

Cleared. See item 5.

AP 13-17/18: Mr Herron to provide the Board with the communications strategy and indicative costing of the proposals.

Ongoing. It was agreed that the strategy should be circulated to members in advance of the next meeting.

AP 17-17/18: Mr Hearst to request the Resource Management Team to benchmark against the CPS RASSO team in respect of resources, processes and productivity.

Ongoing. RMT is planning to visit CPS to benchmark processes. This may be followed by a visit by a legal representative.

AP 18-17/18: Board to be provided with an update in respect of challenges raised about the findings of Criminal Justice Inspection's on the handling of Sexual Violence and Abuse cases.

Ongoing. See item 14.

8. Reports from Management Board Committees

Senior Management Group – 19 June 2018

Mr Agnew provided a verbal update on matters discussed at the Senior Management Group meeting of 19 June 2018. Members discussed the reduction in indictable decisions and figures for hybrid files and it was agreed that further

analysis of trends is needed. Mr Agnew to provide the Board with the joint Action Plan for Indictable Cases Process (ICP) delivery.

People & Resources Committee –7 June 2018

The Board reviewed and noted the minutes and actions arising out of the People & Resources Committee on 7 June 2018.

Performance and Delivery Committee – 19 June 2018

Ms O’Kane provided an overview of discussions held at the meeting, in particular concerning targets, performance and quality.

Policy & Quality Committee - 17 April 2018

No meeting has been held since last Board meeting.

9. Change Management Board

No meeting has been held since last Board meeting.

10. Performance Issues

Performance Summary

Members discussed the caseload figures. Comparing the last 12 months, overall caseloads have decreased by 1.2%. There has also been a slight decline in case numbers in categories 1-4 in Western, but an increase in Southern and the Serious Crime Unit.

Members reviewed and discussed the figures for decisions taken during the last 12 months and noted a slight increase of 2.0%. Figures for the overall regional work queues and performance against timeliness targets were also noted.

Members discussed the current performance, targets, and the capacity of the respective business areas across the organisation. The Board considered ways of recognising the good performance of teams, supporting staff at all grades and identifying methods to ease workload pressures. It was agreed that there should be strict adherence to case weight categories, for example SPPs only working on case weightings 1-4 unless approved by the ADs. Members also agreed that management of caseloads should ensure the more complex cases are allocated across all SPPs to ensure fairness and transparency against targets.

In the Board’s view there is no evidential basis at present for a review of resourcing for the legal grades and noted the measures to address performance

issues. However this position will continue to be monitored by the Board. The Board also recognised the need to be assured that performance was also being effectively managed across all other business including Headquarters and Corporate Services.

11. Finance

Finance Report April 2018

Board members reviewed the paper outlining the latest PPS financial position. Members discussed and noted the financial outturn figures as of 30 April 2018, the financial impact of the use of counsel, budget pressures in respect of the 2018-19 settlement, the in-year monitoring arrangements and the management of the Incentivisation Funds.

Briefing of Counsel

The Counsel Briefing Report of the allocation of counsel was reviewed and noted by members.

Procurement Report

Members reviewed the key issues in the April 2018 Procurement Report, including the PPS procurement plan update and the contract compliance report.

Coroner Legacy Cases

Members noted the PPS's proposed strategy, rationale and bid for submission in respect of pressures for legacy work.

12. People Issues

NICSHR Update May 2018

Members reviewed the NICS Information and Analysis Update Report.

Board Members noted the information provided on resourcing, recruitment and promotion and performance management.

Members reviewed the latest managing attendance figures and noted there are no concerns in any other areas of employee relations.

RMT Update May 2018

Board Members discussed the RMT report and current staffing levels, capacity figures and plans to fill vacancies. The health and well-being update, corporate social responsibility and training analysis were noted.

IIP Update

Members noted preparations for the IIP reaccreditation, including the launch of a service wide online survey to capture staff views.

13. Governance Issues

Corporate Risk Register 2018/19

Members discussed and reviewed the 2018/19 Corporate Risk Register and noted the status and rating of all associated risks. It was agreed that risk PPS 1 should be updated to reflect the ongoing review of SCU and rating adjusted accordingly.

ARC Update

Mr Welford provided an update on matters discussed at the latest ARC meeting. Members were advised of the findings and recommendations of the Dip-Sampling Arrangements audit, progress on the Review of No Prosecutions and the proposed post implementation review of the GDPR. Succession planning and the impact on the organisation arising from changes in the next 12 -18 months was also raised as an area that needs to be carefully managed.

Mr Welford advised members that after reviewing the Resource Accounts for 2017/18 he recommended that these should be signed by the Director.

14. Criminal Justice Inspection

Mr Agnew provided members with an update on the CJINI reports on Sexual Violence and Domestic Violence. The draft findings on Domestic Abuse have been received and the PPS response is required by 13 July 2018. Feedback is currently being collated from the Assistant Directors and it is envisaged that empirical evidence will be requested from CJINI in respect of some of the draft findings.

Mr Welford left the meeting at this point.

15. Any other Business

Update on the Serious Crime Unit

Ms O'Kane updated members on resourcing within the SCU and progress made in reducing work queues and agreed targets.

Members reviewed and discussed the Resource Management Plan and related issues such as funding, resourcing, performance management, offences and

accommodation. Members reviewed and discussed the SCU backlog funding model and considered ways of easing workload pressures and it was agreed that the plan and funding should be kept under review. Ms O’Kane requested that the timetable for the review be accelerated and that SCU members be engaged in the process.

Internal Audit Report on Dip Sampling

Members noted the report and recommendations of the PPS Case Dip- Sampling arrangements and the overall rating of satisfactory.

Health and Safety Update

Members noted that the health and safety concerns in respect of access to Belfast Chambers have been resolved.

Business Cases for Overtime

Members discussed the issues arising from overtime business cases. The Board noted the discussions held at SMG and approved the approach that due to financial pressures the overtime budget should not be breached this early in the year and that overtime should only be considered if there are backlogs and there is financial flexibility.

16. Papers for noting

Six Week Forward Planner/ Communication Update

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

17. Next Meeting

The next Management Board will take place on the 6 September 2018 in Belfast Chambers.

Summary of Action Points arising from Management Board

Meeting of 21 June 2018

AP 3-18/19	The Data Protection Officer to provide the September 2018 Board meeting with an action plan of the approach to implement the retention and disposal policy.
-------------------	--

Summary of Action Points arising from previous Management Board Meetings

AP 13-17/18	Mr Herron to provide the Board with the draft communications strategy and the indicative costings of the proposals.
AP 17-17/18	Mr Hearst to request the Resource Management Team to benchmark against the CPS RASSO team in respect of resources, processes and productivity.
AP 18-17/18	Board to be provided with an update in respect of challenges raised about the findings of Criminal Justice Inspection's on the handling of Sexual Violence and Abuse cases.