

PPS Management Board

10.00am Thursday 12 April 2018

Board Room Belfast Chambers

Members: Stephen Herron (Chair)
Michael Agnew
Christopher Welford
David Hughes Hallett
Ian Hearst
Marianne O’Kane

In Attendance: Libby Kinney
Tom Murphy
Head of Finance - Item 9

Secretariat: Policy and Information Unit

1. Apologies

2. Welcome

The Director welcomed members to the March 2018 Management Board, in particular Ms O’Kane as acting Senior Assistant Director. The Board congratulated Mr Agnew on his appointment as Deputy Director.

3. Declaration of Board Members’ Interests

None.

4. Management Board Minutes

The previous minutes were agreed.

5. Actions from the Management Board meeting of March 2018

AP 19-17/18 Mr Hearst to request the Head of Policy and Information Unit to provide Policy and Quality Committee with a summary of issues identified in Dip sampling and No Bills.

Cleared. This matter will now be taken forward by the Policy and Quality Committee.

AP 20-17/18 Mr Hearst and Mr Welford to prepare a paper detailing the current position regarding recruitment exercises in hand.

Cleared – Item 10 refers

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 are planning to visit CPS to benchmark processes.

AP 18-17/18 Board to be provided with an update in respect of challenges raised with the findings of the report.

Ongoing. A further update will be provided to the Board when the findings have been fully considered.

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

Ongoing. Mr Agnew provided an update on progress and members noted plans to table this at the June 2018 Board meeting.

6. Reports from Management Board Committees

Senior Management Group – 27 February 2018

Members discussed and reviewed the minutes and actions from the Senior Management Group meeting of 18 January 2018.

People & Resources Committee – 21 February 2018

Mr Hearst provided members with an overview of matters discussed at the meeting of 21 February 2018.

Mr Hearst updated members on progress to resolve health and safety concerns in respect of access to Belfast Chambers. Members noted that the Health and Safety Executive have been invited to undertake a risk assessment. The Board will be kept apprised of any further developments.

Mr Hearst outlined progress with plans to ensure readiness for the implementation in May 2018 of the General Data Protection Regulation (GDPR) and the Law Enforcement Directive. Members agreed that the Data Protection Officer should be invited to the next meeting.

AP 1/18-19 - The Data Protection Officer to attend the May 2018 Board meeting.

Performance and Delivery Committee

Recent meeting postponed.

Policy & Quality Committee

Recent meeting postponed.

7. Change Management Board

Members reviewed and approved the Terms of Reference (TOR) for the Change Management Board. This forum will be responsible for delivery of change management in a number of key projects, including GDPR, and will also provide a mechanism to assist with changes driven by criminal justice partners. Regular updates will be provided which will assist the Board in monitoring progress.

Members discussed the governance arrangements in respect of Committal Reform and Mr Hearst and Mr Agnew agreed to consider this further.

8. Performance Issues

Performance Summary

Members discussed and reviewed the caseload figures and noted that there has been a decrease of 3.1% in overall caseloads in comparison with the same period last year, however noted there was an increase in case numbers in categories 1-4.

Members discussed and noted the figures for the overall regional work queues, decisions taken and performance against timeliness targets. Members also noted the volume of files currently being progressed through the Case Preparation Team.

9. Finance

Finance Update.

The Head of Finance presented an overview of the latest PPS financial position and the anticipated budget for 2018/19. Members discussed and noted the challenging settlement and agreed a strategic position to take and communicate with the Department of Finance.

Finance Report February.

Mr Hearst provided members with an update on the key financial issues as of 28 February 2018. Members reviewed and noted the financial outturn figures, counsel fees, budget pressures, in year monitoring arrangements and the management of the Incentivisation Funds.

Briefing of Counsel

Members reviewed and discussed the allocation of Counsel to cases.

Procurement Report

Members noted the key issues in the February 2018 Procurement Report, including the PPS contract compliance.

Arbitration - Bar Library loan

Mr Hearst updated members on the outcome of the arbitration between PPS and the Bar Library. Members thanked Mr Hearst and the Finance team for resolving this issue.

10. People Issues

NICSHR Update March 2018

Members reviewed the Departmental Human Resources (DHR) Information and Analysis Update Report. Members noted information on the development of the People Strategy and PPS People Plan, resourcing, employee relations and learning and development.

Board members reviewed the latest managing attendance figures and noted there were no underlying trends being reported and that figures are comparable with other NICS Departments.

Members discussed the development of the PPS People Strategy and progress of IIP plans.

RMT Update March 2018

Members reviewed and discussed the RMT report and noted the current staffing levels and capacity figures, health and safety issues and the activities included in the Corporate Social Responsibility Plan.

Mr Hearst outlined the recent promotion successes of the administrative staff, however it was noted that as a consequence there is potential impact on business delivery. Members discussed the management of this process and implications arising from the timescales required for security clearance.

Recruitment Update

Members discussed and noted the paper detailing the current position regarding recruitment exercises in hand. It was agreed that risks to business resilience should be identified and managed accordingly.

11. Governance Issues

Corporate Risk Register Update Report

Members discussed and reviewed the draft 2018/19 Corporate Risk Register and noted the status and rating of all associated risks.

Audit and Risk Committee

Mr Welford provided an overview of matters discussed at the meeting, including GDPR, assurance statements, the draft governance statement and updates from Internal and External Audit.

12. Criminal Justice Update

Mr Agnew provided members with an update in respect of the CJINI reports on Sexual Violence and Domestic Violence.

13. Any other Business

Business Case

Members discussed and approved the business case for the termination of the lease for Ballymena Chambers.

Update on the Serious Crime Unit

Ms O'Kane provided an update on the latest work in hand figures and progress to clear backlog cases. Members agreed that it would be beneficial to have a timetable for the project review for the June meeting. It was agreed that further consideration is required in respect of the current Project Team set up to assist in clearing backlogs.

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

14. Papers for noting

Six Week Forward Planner/ Communication Update

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

15. Next Meeting

The next Management Board will take place on the 15 May 2018 in Belfast Chambers.

Summary of Action Points arising from Management Board

Meeting of 12 April 2018

AP 1/18-19	The Data Protection Officer to attend the May 2018 Board meeting.
AP 2/18-19	Mr Hearst to provide a timetable for the Project Review for the June 2018 Management Board.

Action Points carried over from previous 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 with the findings of the report.