

**PPS Management Board**

**10.30 Wednesday 22 January 2020**

**Board Room, Belfast Chambers**

**Members:**

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

**In Attendance:**

**Claire Harrison (PPS Comms)**

**Secretariat:**

**Policy and Information Unit**

**1. Apologies**

None

**2. Welcome**

The Director welcomed members to the January 2020 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 5 December 2019**

***AP 13 19/20 Mr Hearst to schedule an item on the Planning Day Agenda on the PPS People Plan***

Cleared.

***AP 12- 19/20 Ms O’Kane to provide the January 2020 Management Board with a progress update on the clearance of the outlying cases.***

*Cleared– See item 8.*

***AP 09 19/20 - Ms O’Kane will liaise with PSNI to analyse trends and profiles of offences for the respective case weight categories and report findings to SMG.***

Cleared. Ms O’Kane will continue to monitor and engage with PSNI as required.

## **6. Reports from Management Board Committee**

### **Senior Management Group – 9 January 2020**

Mr Agnew updated members on matters discussed at the Senior Management Group meeting of 9 January 2020, including Case Progression Officers’ roles and proposals for managing legal temporary promotions.

### **People & Resources Committee 6 January 2020**

Mr Hearst provided members with an update on matters discussed at the meeting of 6 January 2020 including options and strands considered in respect of agile working. Members noted that there are a number of issues that will need to be addressed before any approach can be considered.

### **Performance & Delivery Committee 14 October 2019**

Next meeting scheduled for 31/01/2020.

### **Policy and Quality Committee 8 January 2020.**

Members reviewed the minutes and actions arising from the Policy and Quality Committee meeting of 8 January 2020. Mr Agnew briefed members on the consultation exercises in respect of the Guidelines for the Prosecution of Young People and the Road Traffic Policy.

Members discussed compliance with the PPS Case Management Procedures. It is planned to conduct a further QA of the recording of reasons which will help inform amendments to the practices regarding case management.

Mr Agnew advised that an event is planned for Panel Counsel to raise awareness of internal policy matters and to address any legal issues.

## **7. Strategic Improvement Board**

### **Minutes of Board Meeting.**

Next meeting scheduled 29 January 2020

## **8. Performance Issues**

### **Performance Summary**

Members reviewed and discussed the figures in the November Performance Summary. Members discussed the figures for Timeliness Targets for 2019/20 and noted that the timeliness figures have been maintained.

There is an increase in numbers of files received for all offences in Southern Region and the AD is continuing to engage with police to gain an understanding of this change. There is also an increase in the unallocated files, and this has been as a result of resources having been focussed on the outlying cases.

There is a significant increase in the number of DIRs issued. Members discussed the issues arising and potential measures to address this. It was agreed that consideration should be given to a targeted QA to establish more information on the proportionality of DIR requests.

Ms O'Kane provided an update on the QA/dip sampling of decisions/reviews and advised that there were no thematic issues identified.

Members discussed the timescales for files held with the Case Prep and the noted various factors that are contributing to issues in this area. Members noted the increase of 8.5% in the overall number of indictable decisions and in particular an increase of 29% in Belfast region.

Mr Agnew outlined the figures for the number of days required for the issue of 50% and 80% of decisions by decision type, both including and excluding DIRs, from 1 April 2019 to 31 December 2019. The year to date figure of 111 for indictable prosecutions excluding DIRS is favourable against the baseline for 2018/19 of 121. Likewise there is improvement in the figure of for indictable with DIRS, 148 in comparison to the baseline for 2018/19 of 166.

### **SCU Monitoring Report**

Members reviewed and discussed the SCU fortnightly caseload report. Ms O'Kane outlined issues that have arisen with the Gateway process and ongoing work to increase awareness of the file build standards amongst PSNI. Discussions are at an advanced stage to finalise the Local Operating Agreement with PSNI.

Ms O'Kane updated members on the progress of SCU flagged cases dealt with by teams outside SCU. The numbers of files continue to reduce and there are currently only 16 files pending action in Ms Carlin's team. Members were briefed on the anticipated timescale and further measures planned to clear these cases, including further allocation of cases to counsel. Members noted the progress made and thanked staff for their efforts.

## **Overview of Old Cases**

Members discussed and noted the latest figures and progress on clearing the outlying cases identified from the 80/40 day report. Case management meetings have been held in all regional and SCU cases, with plans agreed on the way forward for clearing cases in Phase 1. A number of process/thematic issues have been identified and these will be addressed through the Performance and Delivery Committee. The Deputy Director will manage cases in his business areas through Performance Accountability Meetings.

## **9. Finance**

### **Finance Update October 2019**

Members reviewed and discussed the paper outlining the key financial issues managed by the Finance Team as at October 2019, including the key financial outturn figures, financial impact of the use of counsel, funding position for the PPS in respect of 2019/20, the DOF in year monitoring arrangements and the arrangements for the management and use of incentivisation fund.

### **Procurement Report December 2019**

Members noted the key issues in the December 2019 Procurement Report, including contract compliance, major procurement activity, and the direct award contracts.

### **Monitoring Round Strategy**

Mr Hearst provided an update on the latest budget engagement and requirement for Departments to discuss budgets with their respective Ministers. Members discussed and noted the submission of a summary update on latest position and forecast for the next two years.

## **10. People Issues**

### **NICSHR**

Members reviewed the January HR Quadrant Report. Members reviewed and discussed information on the resourcing and vacancy management, sickness absence and compliance figures for performance management.

## **RMT Update December 2019**

Members reviewed and discussed the January RMT report including latest position on staffing levels and planned recruitment competitions. Members noted activities completed under corporate social responsibility and the updates on training and the PPS people agenda.

### **11. Governance Issues**

#### **Corporate Risk Registers 2019/20**

Members discussed and reviewed the 2019/20 Corporate Risk Register and noted the status and rating of all associated risks. It was agreed that a summary of risks should be provided to the Board.

***AP 14-19/20 Mr Hearst to provide a summary of the risks to Management Board***

#### **Complaints Report**

Members reviewed the update provided on complaints, reviews, AQs and general correspondence. Members discussed the complaints and reviews and noted the increasing numbers of reviews.

### **12. Criminal Justice Reports Update**

Mr Herron advised members that a detailed response has been produced in response to the draft findings of the Criminal Justice Inspection in respect of Victim and Witness Care across the Criminal Justice System. This will be forwarded to CJINI in the next few weeks.

### **13. Any Other Business**

#### **Website Update.**

Mr Hearst updated members on the user traffic to the new website.

### **14. Papers for noting**

#### **Six Week Forward Planner/ Communication Update**

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

### **15. Next Meeting**

The next Board meeting will take place on the 26 February 2020 in Foyle Chambers at 10.30am.

**Summary of Action Points arising from Management Board**

**Meeting of 22 January 2020**

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| <b>AP 14-19/20</b> | <b><i>Mr Hearst to provide a summary of the risk to Management Board</i></b> |
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**Action Points carried over from previous meetings.**

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