

**PPS Management Board**

**1.30 pm Tuesday 30 April 2019**

**Meeting Room, Belfast.**

**Members:**

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

**In Attendance:**

**Tom Murphy  
Libby Kinney**

**Secretariat:**

**Policy and Information Unit**

**1. Apologies**

**2. Welcome**

The Director welcomed members to the April 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 21 March 2019**

***AP 18-18/19: Ms O’Kane to provide a paper to SMG on case management of 80/40 day indictable cases.***

Cleared.

**AP 19-18/19: Ms O’Kane to provide a report to the next management Board on the detail of the 80/40 day cases and strategy to clear.**

See Item 7. Cleared

**AP 20-18/19: Ms O Kane to provide the next Directors Review Meeting with a Preliminary Report on the plans and issues impacting SCU in the coming months.**

Cleared.

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

### **Senior Management Group – 11 April 2019**

The Senior Management Group minutes and actions from the meeting of 11 April were noted by members.

## **7. Performance Issues**

### **Performance Summary**

Ms O’Kane provided an update on the latest figures and progress on clearing cases from the 80/40 day report.

Ms O’Kane advised that a breakdown and analysis at case level had been completed for outstanding cases on each list. Three categories of cases have been identified, those indictable cases allocated to senior prosecutors with decisions pending, indictable cases at case prep stage with decisions taken and cases with prosecutors that are flagged as summary but are hybrid. A RAG risk assessment has also been applied to cases to highlight and flag status and activity.

It was noted that in a number of the cases the PPS were waiting for further information from third parties, such as confirmation of forensic information and also the inability to serve extradition papers on individuals. However, the Board also noted the delay in progressing a number of cases and also the potential lack of an audit trail in all cases ensuring a risk assessment had been conducted and that appropriate and timely follow up action taken.

The Board therefore directed that a review of the current process and procedures should be immediately implemented to address these issues and this information should be added to the Board reporting pack. Ms O’Kane agreed to provide a report on the baseline and progress of case management of both the indictable and summary cases.

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

**8. Finance**

**Finance Update February 2019**

Board members reviewed and noted the paper outlining the key financial issues as of 28 February 2019.

Mr Hearst provided an update on the key outturn figures, underspend, tolerances, the financial impact of the use of counsel, in year monitoring arrangements and management and use of incentivisation funds.

**Briefing of Counsel March 2019.**

Members reviewed and noted the Briefing Report of the allocation of counsel to cases.

**9. People Issues**

**RMT Update April 2019**

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

**10. Any Other Business**

**Business Cases**

Members discussed and approved the business case for the Business Consultancy Service.

Members also discussed the need, benefits, and costs associated with the Electronic Records and Document Management System and accordingly approved the business case.

**11. Papers for noting**

**Six Week Forward Planner/ Communication Update**

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

## **12. Next Meeting**

The next Management Board will take place on the 30 May 2019 in Belfast Chambers.

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

**Meeting of 30 April 2019**

<b>AP 1-19/20</b>	<b><i>Ms O'Kane to provide a progress report on the case management of 80/40 day indictable and summary cases.</i></b>
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**Action Points carried over from previous meetings.**

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