

PPS Management Board

10.00am Tuesday 15 May 2018

Board Room Belfast Chambers

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

In Attendance: Libby Kinney
Tom Murphy
Head of ICT - Item 5
Head of RMT – Item 13

Secretariat: Policy and Information Unit

1. Apologies

2. Welcome

The Director welcomed members to the May 2018 Management Board.

3. Declaration of Board Members’ Interests

None.

4. Management Board Minutes

The previous minutes were agreed.

5. PPS Digital Strategy

The Head of ICT provided an update on the PPS Digital Strategy, including consultations with stakeholders and planned further engagements with staff. The Board noted the ongoing governance arrangements and agreed this approach.

6. Actions from the Management Board meeting of April 2018

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

Cleared – See Item 8

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

Ongoing

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

Ongoing. Update to be provided at the June 2018 Board 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 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 received and fully considered.

7. Reports from Management Board Committees

Senior Management Group – 8 May 2018

Mr Agnew provided a verbal update on matters discussed at the Senior Management Group meeting of 8 May 2018.

People & Resources Committee –3 May 2018

Mr Hearst provided members with an overview of matters discussed at the meeting of 3 May 2018.

Mr Hearst updated members on discussions between RMT and NICSHR in respect of management of the promotion board lists and consideration of options to ease pressure as staff are placed.

Performance and Delivery Committee - 26 April 2018

The Board noted matters discussed at the meeting and plans to consider the further dissemination of lessons learned and sharing of outcomes of reviews and dip sampling.

Policy & Quality Committee - 17 April 2018

The Board noted that a number of new policies are in draft form, with a series of internal workshops planned for staff input prior to public consultation.

8. Change Management Board

Mr Hearst provided members with an overview of matters discussed at the meeting of 26 April 2018. Members noted the outcomes of the recent workshop on the PPS People Strategy and plans to address issues regarding change management, in particular the communication of change.

GDPR Presentation

The Data Protection Officer provided an overview of progress of plans to ensure readiness for the implementation of the General Data Protection Regulation (GDPR). Online training is currently being delivered to all staff and PPS Privacy Notices have been revised and updated. Members were also advised of plans to amend the PPS Retention and Disposal Policy and noted the revised governance and compliance arrangements.

9. Performance Issues

Performance Summary

Members discussed and reviewed the caseload figures and noted that there has been a decrease of 2.2% in overall caseloads in comparison with the same period last year. There has also been a variation in case numbers in the categories 1-4 across the regions with a slight decline in Belfast and Eastern and Western and an increase in Southern.

Members discussed the comparison of decisions taken to the number of files and noted the figures for the overall regional work queues and performance against timeliness targets.

10. Finance

Finance Report March 2018.

Mr Hearst provided members with an update on the latest PPS financial position. Members discussed and noted the financial outturn figures, the financial impact of the use of counsel, budget pressures in respect of the 2018-19 settlement, in year monitoring arrangements and the management of the Incentivisation Funds.

Budget Information Gathering.

Members noted the PPS proposed approach and rationale for the submission in respect of pressures for legacy work.

Briefing of Counsel

Members reviewed and discussed the allocation of Counsel to cases.

Procurement Report

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

11. People Issues

NICSHR Update May 2018

Members reviewed the Departmental Human Resources (DHR) Information and Analysis Update Report. Members noted information on recruitment and resourcing, performance management, employee relations and learning and development.

Board members reviewed the latest managing attendance figures and noted there were no underlying trends being reported. It was also noted that all sickness absence cases within PPS are being dealt with robustly and in accordance with the policy.

NICSHR Presentation on the development of NICSHR People Strategy

Members noted the minute of the presentation on the report.

RMT Update May 2018

Members reviewed and discussed the RMT report and noted the current staffing levels, capacity figures and plans to fill vacancies. Analysis of courses and volume of training delivered, health and safety issues and the activities included in the Corporate Social Responsibility Plan were also noted.

IIP Update

Mr Hearst provided an update on preparations for the assessment scheduled for September 2018.

12. 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.

Complaints Management Board Summary

Members reviewed and discussed the complaints update and noted that based on the analysis the process in operation provided a strong indication that these were being handled effectively and efficiently.

13. Criminal Justice Update

Mr Agnew updated members on the CJINI reports on Sexual Violence and Domestic Violence.

14. Any other Business

Business Cases

Members discussed the need, benefits, risks and costs associated with the multifunctional printing devices and accordingly approved the business case.

Members discussed and approved the business case for the PPS Case Management System Support and Development Contract.

Update on the Serious Crime Unit

The Head of the Resource Management Team provided an outline of options to address current resourcing issues and work queues in the Unit. The Board approved the action plan to reduce the work queues which included the delivery of some key milestones. It was agreed Ms O’Kane would undertake the role of the Senior Responsible Owner, overseeing the management and implementation of the changes.

15. Papers for noting

Six Week Forward Planner/ Communication Update

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

16. Next Meeting

The next Management Board will take place on the 21 June 2018 in Belfast Chambers.

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