

Progress Report on Action Plan for OFFICE OF THE DIRECTOR OF PUBLIC PROSECUTIONS

TO BE RETURNED NO LATER THAN 2nd May 2012

1. Summary of Main Progress Achieved in the 12 Month Period 1 April 2011 to 31 March 2012

- Employee numbers reduced in line with requirements under the Employment Control Framework
- Devolution of decision making from Directing Division to District Court Section has continued to progress with 64 files dealt with in the period under review.
- Devolution of decision making from Directing Division to Judicial Review Section has continued to progress with 156 judicial reviews dealt with in the period under review.
- Devolution of decision making from Directing Division to Asset Seizing Unit has commenced with 19 Section 39 applications dealt with in the period under review.
- A reduction of approximately €1,513,285 in legal costs paid during the period under review as compared to the same period in 2010/2011.
- 99% of fees due to prosecution counsel in the High Court Bails and Dublin Circuit Court Criminal Trials are paid within 60 days of the original hearing because of automation of the fees system
- Availed of efficiencies through the National Procurement Service in relation to 10 contracts entered into since Q1 2012

Public Service Agreement 2010-2014 (Croke Park Agreement) Progress Report

2. Detailed Progress Update for the 12-months – 1 April 2011 to 31 March 2012

1. Better human resource management: *To include, for example, actions around the reduction of staff numbers; the redeployment of staff to areas of greatest need; the restructuring/reconfiguration of service delivery; changes to work practices; revisions in attendance arrangements; absence management; performance management etc.*

Terms of the Public Service Agreement 2010 – 2014	Action	Target Date as per Current Action Plan	Current Position
1.5 4.3 4.4	Total reduction in Employee Numbers	Achieved from 1 April 2011 to 31 March 2012	<p>Numbers as at end Q1 2011 = 198 FTE Payroll costs for Q1 2011 = €3,499,180 (13 weekly + 7 fortnightly payrolls)</p> <p>Numbers as at end Q1 2012 = 190.79FTE Payroll Costs for Q1 2012 = €3,514,788 (13 weekly + 7 fortnightly payrolls)</p>

2. Better Business Processes: *To include, for example actions to increase efficiency and productivity; rationalise core structures, business processes, accommodation requirements etc; establish shared service approaches, establish cross-functional teams/ new work structures, optimise the potential of new technology to streamline operations and generate efficiencies etc.*

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1.10	Devolution of prosecutorial decision making in specific offence categories from Directing Division to District Court Section	Ongoing	<p>Under the devolution scheme 64 files from Gardaí in the Dublin Metropolitan Area in the specific offence category were dealt with in the District Court Section in the period under review.</p> <p>This restructuring of the work process has served to eliminate duplication of effort between the two legal Divisions of the Office in relation to these cases. It has also provided a time saving for staff in the Directing Division which was needed to deal with the increased volume of files dealt with by that Division, the increase in complexity of cases, the implementation of new policies and areas of responsibility, and dealing with the impact of new legislation on the work of the Division.</p>
1.10	Devolution of decision making with regard to the management of judicial review files	Ongoing	<p>In the period under review 156 files were directed on in the Judicial Review Section without reference to the Directing division. The delegated function files amounted to 54% of all files opened in the Judicial Review Section.</p> <p>This restructuring of work has resulted in elimination of duplication of effort between the Solicitors Division and the Directing Division in relation to these cases; increased productivity of Judicial Review section in that judicial review files are dealt with in a shorter period of time; court time savings by reducing the number of court dates; and a reduction in costs.</p>
1.10	Devolution of decision making with regard to the management of asset seizing cases	Ongoing	Subsequent to the signing of the delegated function by the Director and reconfiguration of our Case Management System to support this, the devolution of decision making to the Asset Seizing Unit came into effect on 1 August 2011.

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			<p>The devolution relates to applications by the Director under Section 39 of the Criminal Justice Act 1994 to the Circuit Court to confiscate cash which is the proceeds of crime. Prior to the devolution, prosecutorial decisions in these cases were made by legal staff in the Directing Division of the Office. Since 1 August 2011 all such decisions are now made by staff in the Asset Seizing Unit in the Solicitors Division of the Office which liaises directly with An Garda Síochána, State Solicitors and the Office of the Revenue Commissioner. In that period 19 applications have been dealt with by the Asset Seizing Unit.</p> <p>This restructuring of the work process has served to eliminate duplication of effort between the two legal Divisions of the Office and has provided a time saving for staff in the Directing Division. It has also resulted in the establishment of one point of contact for all Section 39 applications, centralised services to stakeholders, and created an opportunity for staff in the Unit to develop a specialisation in this particular area of work.</p>
1.11 4.13 4.15 1.10 1.11 4.13 4.15	<p>Build a solid platform for a useful shared service within the Government Library sector in the form of a Union Catalogue.</p> <p>Avail of efficiencies and economies of scale to be gained from procurement of goods and services through the National Procurement Service</p>	<p>Launch of project Q1 2011 with incremental introduction to all participating libraries by Q4 2011</p> <p>Ongoing from 1 January 2012</p>	<p>The Union Catalogue was launched and circulated to participating libraries in Q1 2012.</p> <p>The Office of the DPP has availed of efficiencies and economies of scale deriving from contracts entered into by the National Procurement Service in relation to the purchase of goods and services.</p> <p>In Q1 2012 ten (10) such contracts across a range of goods/services were availed of covering supply of gas and electricity, mobile phone services, foreign travel and</p>

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1.10	Explore improvements in business processes which may be feasible as a result of the forthcoming move of some sections of the prosecution service to new office accommodation at Infirmary Road.	Initiative to commence in 3 rd Quarter 2012	<p>stationery and office supplies.</p> <p>Initiative not yet commenced.</p>

3. Delivering for the Citizen: *To include, for example, actions to enhance service delivery to the public, including changes to the technology used, more online services, service integration, efforts to reduce information burdens on citizens through better data management/sharing of data, including around identity etc*

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1.10 4.13	<p>Implementation in relation to Central Criminal Court fees is on target to commence in Q2 2011</p> <p>Review of automation of fees undertaken</p>	<p>Implementation in relation to Central Criminal Court fees will commence in Q2</p> <p>Review of automation of fees undertaken</p>	<p>Work commenced on the testing of Central Criminal Court workflows during Q2 2011. In Q3 the workflows were amended to deal with issues disclosed by the initial testing and a complete test of all transactions for the period May to July was completed. Go live was scheduled to be completed in Q4. However, parallel running and acceptance testing has taken longer than originally anticipated. Target for go live is now end of Q2 2012.</p> <p>Workflow payments have been kept under continuous review throughout the period. As a result of this the workflow has been fine tuned and amended as required. The workflows are now fully bedded in. The most recent quarterly review shows where workflows have been implemented, 99% of fees due are paid within 60 days of the original hearing. This compares with a figure of 88% being paid within 3 months of the hearing under the old system.</p>
1.10	Implementation of robust Costs Settlement Policy	Ongoing	<p>In the period under review the Office of the DPP paid €2,886,155 in costs in respect of 186 cases. In the same period for the previous year [1 April 2010 to 31 March 2011] the office of the DPP paid €4,399,440 in costs in respect of 204 cases. This reduction in costs is due to a large extent (but not solely) to the implementation of a robust costs settlement policy by this Office. This policy involves the negotiation by the Office with the defence, in judicial review applications where it is decided that the judicial review applications cannot be opposed, so that settlement of the defence costs can be agreed at a substantially smaller amount. In the period under review 57% of cases settled for an amount of less than €10,000</p>

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			inclusive of VAT. In addition to reducing the amounts paid in costs, this policy has also resulted in court time savings by reducing the number of court dates and hearings.