



An Roinn Dlí agus Cirt
Department of Justice



An Bord Parúil
The Parole Board

Department of Justice

Parole Board

Performance Delivery Agreement 2022

1. Background and Context

1.1 Objectives of this Agreement

The purpose of this Agreement is to define, in the context of the resource inputs provided, the targets by which the performance of the Parole Board will be measured in 2022. The ongoing supports that the Department of Justice will provide to the Parole Board in this regard, and the mechanisms for monitoring and appraising performance, form part of the overall governance arrangements between the two parties and as such are set out in the separate but complementary Oversight Agreement 2022-24.

1.2 Inputs

1.2.1 Financial Inputs

The Parole Board's budget allocation for 2022 is as follows:

| | |
|--------------|--------------------|
| Pay | € 943,000 |
| Non-Pay | € 799,000 |
| Total | € 1,742,000 |

1.2.2 Staffing Resources

The following table sets out the Parole Board's authorised and actual whole-time equivalent staffing levels as at 1st March 2022.

| Grade | Authorised (WTE) | Actual (WTE) |
|--------------------------|------------------|--------------|
| Chief Executive Officer | 1 | 1 |
| Assistant Principal | 2 | 2 |
| Higher Executive Officer | 4 | 3 |
| Executive Officer | 8 | 5 |
| Clerical Officer | 4 | 3 |
| Total | 19 | 14 |

2. Performance Targets ¹

The following are the principal targets that will be referenced in 2022 to assess the Parole Board's efficiency and productivity in using the resources allocated to it.

2.1 Quantitative targets

| Output area/ initiative | Target |
|-------------------------|---|
| Board meetings | Minimum of 11 meetings convened in 2022 |

¹ The development of metrics in relation to parole applications, and other areas of activity, will be subject to further engagement and development as the new statutory parole system beds down. Metrics for future Performance Delivery Agreements will therefore be developed as an iterative process.

| Output area/ initiative | Target |
|----------------------------------|--|
| Customer service/ communications | 100% of persons who are eligible for parole to be notified of same within 15 working days of IPS notification to the Board |
| | 100 % of Board decisions communicated to applicants within 21 days |
| | 100% of Board decisions communicated to registered victims within 21 days |
| | 100% of all emails/correspondence acknowledged within 5 days |

2.2 Other targets

| Output area/ initiative | Target Timeframe |
|--|------------------|
| Data protection training for all staff and Board members | Q3 |
| Host an information session for legal panel | Q3 |
| Information sessions for prisoners - two sessions | Q4 |
| Preparation of multiannual Strategic Plan | Q3 |
| Information/awareness campaign for victims | Q4 |
| Identify and progress plans for appropriate office accommodation for staff | Q4 |

2.3 Main Risks to Achievement of Targets

The main potential risks to achievement of the targets set out in this Agreement, and the corresponding mitigation/contingency measures, are as follows:

| Risk Description | Mitigations |
|---|---|
| Providing a system for victim identification: Risk that not all interested parties will be identified or contacted, leading to flawed procedure and unwelcome publicity, potential judicial reviews, reputational damage | <ul style="list-style-type: none"> • Campaign to inform victims • Dedicated victim area on the website • Engagement with victims' organisations • System in place with IPS and An Garda Síochána to identify relevant victims wherever possible |
| Risk of insufficient staffing levels resulting in statutory deadlines not being met and inadequate engagement with victims | <ul style="list-style-type: none"> • Liaison with Department's Governance and Corporate HR areas on resourcing/ recruitment matters |
| Judicial Reviews: risk of budget being inadequate to meet costs | <ul style="list-style-type: none"> • Monitor legal correspondence/cases and expenditure and flag emerging trends/ challenges to the Department |

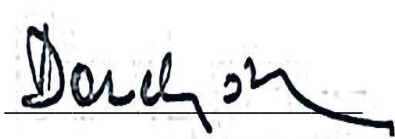
| | |
|--|---|
| Lack of an adequate Case Management System resulting in an overreliance on manual and clerical procedures, poor/inaccurate reporting and heightened risk of data protection breaches | <ul style="list-style-type: none"> • Ongoing liaison with OGCIO and Department as necessary • Progress to be monitored and matter escalated if necessary |
| Risk of data protection compliance errors arising from lack of sufficient capacity/expertise to fulfil GDPR/LED responsibilities. | <ul style="list-style-type: none"> • Engage legal advice where necessary and within budgetary limits • Staff training • Engage with Department's Data Protection Support & Compliance Office and sectoral DPO network • Engage further with the Department from a resourcing perspective as necessary |

2.4 Amendment of Targets

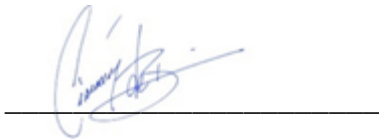
In exceptional circumstances it may become necessary to amend one or more targets over the course of this Agreement. Where either party believes this may be necessary, they shall consult with the other party with a view to agreeing any appropriate changes as soon as practicable.

3. Duration and Signatories to the Agreement

Doncha O’Sullivan, Assistant Secretary, Department of Justice, and Ciairín de Buis, Chief Executive Officer, Parole Board, affirm that this Agreement shall be in effect until 31st December 2022.



*Doncha O’Sullivan
Assistant Secretary
Department of Justice*



*Ciairín de Buis
Chief Executive Officer
Parole Board*

Date: 7th April 2022