



An Roinn Dlí agus Cirt  
Department of Justice

CRIMINAL  
ASSETS  
BUREAU

**Department of Justice**

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**Criminal Assets Bureau**

**Performance Delivery Agreement 2023**

## **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 key targets by which the performance of the Criminal Assets Bureau will be measured in 2023. The ongoing supports that the Department of Justice will provide to the Bureau 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 multi-annual Oversight Agreement.

### **1.2 Inputs**

#### *1.2.1 Financial Inputs*

The Bureau's budgetary allocation for 2023 is as follows:

- Pay € 9.522m
- Non-Pay € 1.701m
- **Total € 11.223m**

#### *1.2.2 Staffing Resources*

The following table sets out the Bureau's (a) authorised and (b) actual whole-time equivalent staffing levels as at 05.01.2023.

	<b>Authorised</b>	<b>Actual</b>
Members of An Garda Síochána	53	37
Officers of the Revenue Commissioners	17	17
Officers of the Department of Social Protection	8	7
Bureau Legal Officer	1	1
Staff of the Department of Justice <i>(forensic analysts, financial analysts, administrative staff)</i>	20	16
<b>Total</b>	<b>99</b>	<b>76</b>

## **2. Performance Targets**

The following are the principal targets that will be monitored in 2023 to assess the Bureau's efficiency and effectiveness in using the resources allocated to it.

## 2.1 Quantitative targets

Output area/ initiative	Metric	Associated strategic goal <sup>1</sup>	2023 Target	2022 Target	2022 Outturn	2021 Target	2021 Outturn
Proceeds of Crime	Proceeds of Crime Files completed	<i>Goals 1 and 2</i>	25	30	30	---	---
Tax	Tax assessments completed on individual targets	<i>Goal 1</i>	45	45	50	45	47
	Tax collected	<i>Goal 2</i>	€2.2m	€2.2m	€3.3m	€2.1m	€4.041m
Search Operations	Search operations conducted	<i>Goal 1</i>	35	35	49	30	48
Social Welfare	Social welfare payments recovered	<i>Goal 1</i>	€340,000	€340,000	€445,423	€325,000	€364,828
	Overpayments identified	<i>Goal 2</i>	€2.2m	€2.2m	€4.3m <sup>2</sup>	€1.9m	€2.8m
	Savings identified	<i>Goal 2</i>	€600K	€600K	€771K	€475K	€707,119
Customs - Operational Support & Liaison: <i>Information exchange referrals &amp; collaboration</i>	Tax compliance referrals to Revenue	<i>Goal 2</i>	5	5	5	---	---
	Section 38 cash referrals from Customs processed		20	20	26	---	---
	Ireland/UK Mutual Assistance referrals (outgoing requests submitted & incoming requests processed)		10	10	15	---	---
	Joint operations conducted with Revenue Customs		15	15	10	---	---
Customs – Control Officer Functions: <i>Conduct Compliance Operations</i>	Excise licences/ VRT authorisations reviewed	<i>Goal 1</i>	5	5	5	---	---
	Compliance operations conducted		10	5	5	---	---

<sup>1</sup> CAB Strategic Plan 2020-23. Strategic Goal 1: Identifying Assets; Goal 2: Depriving & Denying; Goal 3: Developing Our Resources; Goal 4: Working with our Partners.

<sup>2</sup> Some larger-scale investigations, that had been ongoing for a number of years, came to a conclusion in 2022 leading to a higher than usual outturn for the year.

Output area/ initiative	Metric	Associated strategic goal <sup>1</sup>	2023 Target	2022 Target	2022 Outturn	2021 Target	2021 Outturn
Exchanging information, cooperating and conducting joint investigations with international law enforcement partners	<b>Asset Recovery Office</b> % of urgent requests processed within 8 hrs	Goal 4	100%	100%	100%	100%	100%
	% of non-urgent (involving serious offence) requests processed within 1 wk		100%	100%	100%	100%	100%
	% of other requests processed within 2 wks		100%	100%	100%	100%	100%
	<b>CARIN</b> % of requests processed within 1 wk		100%	100%	100%	100%	100%
Training & Development	Retraining and upskilling of current Divisional Asset Profilers	Goal 3	30	N/A	N/A	N/A	N/A

## 2.2 Other targets

Output area or initiative	Target	Associated strategic objective
ICT enhancement	Enhancements to CABis Bespoke IT system to centrally record CAB seized assets/exhibits (Q1)  Finalise system testing by end Q1 prior to full roll out (Q2)	Goal 3
Develop relationships with His Majesty's Revenue and Customs (HMRC)	Current CAB Memorandum of Understanding with HMRC to be updated by Q3.	Goal 4
Training & Development	Data Protection training (Law enforcement directive) delivered to four CAB officers across four modules (Q1)	Goal 3

## 2.3 Main risks to achievement of targets

The main risks to achievement of the targets set out in this Agreement, and the corresponding mitigation measures that the Bureau has in place, are as set out below:

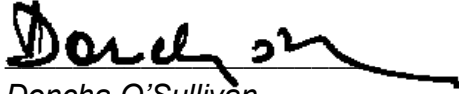
Risk	Mitigation measures
Risk of staff vacancies (in particular at Sergeant and Inspector levels) causing operational disruption and affecting the attainment of targets.	<p>CAB currently have 9 temporary staff seconded from An Garda Síochána to assist with special projects and investigations. (1 Inspector; 2 Sergeants and 6 Gardai).</p> <p>Interviews for Garda posts held in December 2022. Vacancies expected to be filled in Q1 2023.</p> <p>Request to Work Force Planning AGS in 2022 to hold a competition for Inspector and Sergeants Posts. Awaiting date for competition.</p> <p>Provide overtime to relevant staff where necessary.</p>
Risk to attainment of targets arising from resource pressures on CSSO's Criminal Assets Section (CAS).	Ongoing engagement with CSSO with a view to filling these vacancies by end Q2, other factors permitting.
Risk of major operational failure and/or major data breach owing to ICT systems or cybersecurity failure.	<p>Following the 'IT Audit &amp; Risk Assessment Report' issued by Mazars in January 2019, the Bureau has worked to introduce a comprehensive and robust three-part ICT Disaster Recovery Plan as follows:</p> <ol style="list-style-type: none"> <li>1. CABis – upgrades completed, awaiting final testing and documentation. Expect to be completed in Q1</li> <li>2. Email – completed</li> <li>3. BAU Disaster Recovery – ongoing – expect to be completed by Q3</li> </ol> <p>PEN test conducted and no breaches identified.</p>
Risk of resurgence of Covid 19 infections/public health restrictions affecting CAB operations.	Previous local protocols and working arrangements can be reactivated as necessary.
Risk of relocation of CAB HQ causing operational disruption.	A project group has been established with CAB and Dept of Justice to assist with relocating CAB to more suitable accommodation. CAB internal working group has drafted a Workforce Planning Document and completed OPW Initial Accommodation Template Brief.

## 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 will 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 Michael Gubbins, Chief Bureau Officer, Criminal Assets Bureau, affirm that this Agreement will be in effect until 31<sup>st</sup> December 2023.



*Doncha O'Sullivan*  
*Assistant Secretary*  
*Department of Justice*



*Michael Gubbins*  
*Chief Bureau Officer*  
*Criminal Assets Bureau*

**Date: 20<sup>th</sup> January 2023**