



An Roinn Dlí agus Cirt
Department of Justice



An Bord Parúil
The Parole Board

Department of Justice

Parole Board

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 targets by which the performance of the Parole Board will be measured in 2023. 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 multiannual Oversight Agreement.

1.2 Inputs

1.2.1 Financial Inputs

The Parole Board's budget allocation for 2023 is as follows:

Pay	€	1.101m
Non-Pay	€	1.099m
Total	€	2.2m

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 2023.

Grade	Authorised (WTE)	Actual (WTE)
Chief Executive Officer	1	1
Assistant Principal	2	1.8
Higher Executive Officer	5	3.6
Executive Officer	11	7.9
Clerical Officer	4	4
Total	23	18.3

2. Performance Targets

The following are the principal targets that will be referenced in 2023 to assess the Parole Board's efficiency and productivity in using the resources allocated to it.

2.1 Quantitative targets

Output area or initiative	Metric	2023 Target	2022 Target	2022 Outturn
Board meetings	Number of Board meetings convened	14	11	13
Assessment of applications	Number of applications assessed	120	70	25
Customer service/ communications	Percentage of persons eligible for parole to be notified within 15 working days of IPS notification to the Board	100%	100%	100%
	Percentage of Board decisions communicated to applicants within 21 days	100%	100%	50%
	Information sessions delivered within prisons	10	N/A	11
	Percentage of Board decisions communicated to victims within 28 days ¹	100%	100%	0%

2.2 Other targets

Output area/ initiative	Target Timeframe
Adopt Strategic Plan	Q2
Review the Parole Board's existing Legal Aid scheme, re-advertise the scheme and recruit for additional panel members.	Q2
Commence work on a Research Paper on the potential role for restorative justice for victims and applicants in parole cases	Q4
Review and update Parole Board procedures pursuant to s.14 of the Parole Act 2019.	Q1
Development of new case management system (CMS): Following approval of the Parole Board's submission for a CMS, liaise with the Project Management Office (PMO) with regards to scoping requirements and progressing the development of the system.	By end of Q3
Continue outreach and awareness raising efforts following on from the information campaign the Parole Board ran in late 2022 and January 2023 to alert victims of their right to have a say in the parole process.	Q4

¹ The target deadline could not be met in 2022 due to the specific details of the cases involved and the necessity to obtain legal advice. This is not expected to be a continuing issue and the Parole Board expects to meet 2023 targets in this area.

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
<p>Providing a system for victim identification: Risk that not all interested parties will be identified, leading to flawed procedure and unwelcome publicity, potential judicial reviews, reputational damage</p>	<ul style="list-style-type: none"> • Ongoing work to engage with 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
<p>Risk of insufficient staffing levels resulting in statutory deadlines not being met and inadequate engagement with victims Board member renewal, recruitment and replacement challenges as 8 Board members reach the end of their two year appointment in 2023 and one is resigning.</p>	<ul style="list-style-type: none"> • Liaison with Department's Governance and Corporate HR areas on resourcing/ recruitment matters
<p>Judicial Reviews: risk of budget being inadequate to meet costs</p>	<ul style="list-style-type: none"> • Monitor legal correspondence/cases and expenditure and flag emerging trends/ challenges to the Department
<p>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</p>	<ul style="list-style-type: none"> • Ongoing liaison with OGCIO and Department as necessary to have a new CMS implemented • Progress to be monitored and matter escalated if necessary
<p>Risk of data protection compliance errors arising from lack of sufficient capacity/expertise to fulfil GDPR/LED responsibilities</p>	<ul style="list-style-type: none"> • Engage legal advice where necessary and within budgetary limits • Staff training • Recruit Data Protection Officer
<p>Risk of trauma related stress and injury to staff and board as a result of the nature of the cases the Parole Board considers</p>	<ul style="list-style-type: none"> • Training provided to staff on the nature and impact of trauma • Information session provided to Board on the nature and impact of trauma • Support available to all staff through Inspire Well-Being • Peer support available through colleagues

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

Carole Sullivan, Acting 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 2023.



*Carole Sullivan
Assistant Secretary (Acting)
Department of Justice*



*Ciairín de Buis
Chief Executive Officer
Parole Board*

Date: 30 March 2023