

Public Service Agreement 2010 – 2014

Action Plan for

The Office of the Attorney General

The Office of the Chief State Solicitor

The Law Reform Commission

Revised January 2012

**Public Service Agreement 2010 – 2014
Action Plan**

Revised January 2012

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The Office of the Attorney General

Public Service Agreement 2010-2014 (Croke Park Agreement)

Action Plan for the Office of the Attorney General, Office of the Chief State Solicitor and the Law Reform Commission

1. Better human resource management <i>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.</i>		
Terms of the Public Service Agreement 2010 – 2014	Action/commitment	Target Date for Implementation
Paragraphs 1.1, 1.3, 1.4, 1.5 and 4.1	To meet the targets set for the Office under the Employment Control Framework (ECF)	To schedule set by Department of Finance
All Paragraphs	Continuing to improve productivity wherever possible	Ongoing process
Paragraphs 1.1, 1.2, 1.3, 1.4 and 1.11	Reduction in costs where possible	Ongoing process
Paragraphs 1.1, 1.3, 1.4, 1.5, 1.9, 1.10, 1.11, 4.1, 4.3 and 4.4	Comprehensive Review of Expenditure	Review of the Offices' CRE recommendations by end of Q2 2012 to identify progress made and also pursue with client Departments such

Terms of the Public Service Agreement 2010 – 2014	Action/commitment	Target Date for Implementation
		recommendations as require their co-operation.
Paragraphs 1.4, 1.7, 1.9, 1.10, 1.11, 4.3, 4.4 and 4.15	Further roll out of Secondment Programme	Discussions with Departments have commenced. Recruitment of new staff Q2 2012. Secondment of trained staff by Q4 2012.
Paragraphs 1.4 and 4.10	Control of Sick Leave	Review of 2011 sick leave to be completed by end of January 2012 with a report to MAC (including comparison with previous years) by the end of February 2012.
Paragraphs 1.1, 1.2, 1.4, 1.5, 1.7, 1.10, 1.11, 4.1, 4.3, 4.4 and 4.5	Continued flexibility to accommodate staff losses	This will be ongoing throughout the term of the Agreement.
All Paragraphs	Implement all changes agreed centrally for the creation of a more efficient Public Service	As agreed centrally

Terms of the Public Service Agreement 2010 – 2014	Action/commitment	Target Date for Implementation
Paragraphs 1.4, 1.13 and 4.12	Performance Management and Development System <ul style="list-style-type: none"> - Continued development - Underperformance 	<p>In place and ongoing</p> <p>New PMDS forms to be used for 2012 cycle commencing January 2012.</p> <p>Recommendations in respect of underperformance to MAC by end of Q1 2012. Policy to be formulated and rolled out by end of Q3 2012.</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.

Terms of the Public Service Agreement 2010 - 2014	Action/commitment	Target Date as per Current Action Plan
Paragraphs 1.4, 1.9, 1.10, 1.11, 1.12, 1.13, 4.1, 4.4, 4.11, 4.12, 4.14 and 4.15	Develop protocols and Service Level Agreements with Departments/Offices to agree the most efficient methods of interacting with the Office	<p>Standard template agreement to be finalised by end Q1 2012.</p> <p>Meetings with clients completed by end of Q2 2012.</p> <p>Formal sign off with client Departments by end of Q3 2012.</p>
Paragraphs 1.4, 1.9, 1.10, 1.11, 1.12, 1.13, 4.1, 4.4, 4.11, 4.12, 4.13, 4.14 and 4.15	Assisting Client Departments create a database of previous AGO advices	<p>Assignment of Researcher to project by end of Q1 2012.</p> <p>Meetings with clients finalised by end of Q2 2012.</p> <p>Delivery of electronic material by end of Q4 2012.</p>

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Paragraphs 1.1, 1.4, 1.7, 1.11, 1.12, 4.1, 4.3, 4.4, 4.14 and 4.17	Closer Administrative links with the Law Reform Commission.	Ongoing process
Paragraphs 1.4, 1.10, 1.11, 1.12, 1.13, 4.1 and 4.13	Enhancing Knowledge Management; particularly the know-how project. Enhancement and expansion of available know-how legal databases in the Office.	Staff training on new Know How system to commence by end of Q1 2012. Full roll out by end of Q2 2012. Committee set up to implement outstanding recommendations of the KM Strategy 2010/2013
Paragraphs 1.4, 1.9, 1.10, 1.11, 1.12, 4.1 and 4.13	e-Legislation: Development of an Authoring Tool for legislation work	Phase 2 testing to be completed by end of Q1 2012. 'Go-Live' by end of Q2 2012.
Paragraphs 1.4, 1.10, 1.11, 1.12, 4.1, 4.13 and 4.15	Development of a new IT Strategy	Observations on draft of new Strategy by end of January 2012. Revised Strategy to MAC during Q1 2012. Implementation to commence by end of Q1 2012.
Paragraphs 1.4, 1.10, 1.11, 4.1, 4.13 and 4.15	Integration of the Financial Management System with the Case and Records Management System (ACME)	Phased roll out to live use underway. Full roll out to be completed by

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		Q3 2012.
Paragraphs 1.4, 4.1 and 4.14	Enhanced system to evaluate training courses funded by the Office	Second phase of evaluation project to be completed by end of Q2 2012.
Paragraphs 1.1, 1.3, 1.4, 1.8, 1.9, 1.10, 1.11, 1.12, 1.13, 4.1, 4.3, 4.4 and 4.15	Implementation of Public Service Reform Plan	Timescales and actions as set out in the Office's Plan
Paragraphs 1.4, 1.8, 1.9, 1.10, 1.11, 1.12, 4.1, 4.3, 4.4 and 4.13	Review and Reform of AGO	MAC to review Client Service results by end of Q1 2012. Action Plan to be drawn up and agreed by end of Q3 2012.
Paragraphs 4.1, 4.4 and 4.14	Organisational Review Undertake a review under the Organisational Review Programme (ORP).	Review will be undertaken according to ORP Group schedule.
Paragraphs 4.1 and 4.14	As part of its review the Office will, again, benchmark itself against similar organisations in other jurisdictions.	To be planned and carried out during 2012
Paragraphs 1.4, 1.8, 1.9, 1.10, 1.11, 1.12, 4.1, 4.3 and 4.11	Senior Public Service	Ongoing in conjunction with D/PER
Paragraphs	Use of Financial Management System	In place and ongoing –

Terms of the Public Service Agreement 2010 - 2014	Action/commitment	Target Date as per Current Action Plan
1.10, 4.1, 4.2, 4.13, 4.15 and 4.16	Enhancing the functionality of the system	Upgrade of system to be completed by end of Q4 2012.
Paragraphs 1.4, 1.9, 1.10 and 1.12	Review of non-core activities.	Assignment of senior official to project manage review of non-core work by end of Q2 2012. Report to MAC by end of Q3 2012.
Paragraphs 1.4, 1.9, 1.10, 1.11 and 1.12	Shared Services	Assignment of senior official to co-ordinate shared service projects by end of Q1 2012. Further targets in conjunction with central initiatives.

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

Terms of the Public Service Agreement 2010 - 2014	Action/commitment	Target Date as per Current Action Plan
Impact on all aspects of the PSA	<p>Implementation of the National Recovery Plan 2011 – 2014</p> <p>The plan sets out detailed measures that are to be taken over the next four years. These measures are wide ranging and many will require from this Office legal advice and draft legislation. The Office will deliver on such requests from its clients in a timely and efficient manner to support the plan.</p>	On an ongoing basis as required by clients
Impact on all aspects of the PSA	<p>Implementation of the IMF/EU Memorandum of Understanding on Specific Economic Policy Conditionality (MoU)</p> <p>The Office will assist the Government, the Department of Finance and other Government Departments and organisations in implementing the MoU by providing timely and accurate advice and legislation.</p>	On an ongoing basis as required by clients (Delivery of multiple major and innovative legislative projects with extremely short timescales)
Paragraphs 1.4, 1.11, 1.12, 4.3 and 4.4	<p>Facilitating client Departments in providing aid to the development of industry.</p> <p>The recently published statement of strategic Government priorities states that the overall goal is to maximise the jobs available to those seeking work and to underpin living standards across the community, including necessary public services at a high and sustainable level. One of the priorities underpinning this goal will be accelerating the return to sustainable growth.</p> <p>Legal staff in the AGO and CSSO will through effective case management identify at an early stage legal issues where the broader objective will lead to opportunities to encourage business</p>	On an ongoing basis and in consultation with client Departments ensure the prompt identification of legal issues and effective and timely delivery of the highest quality legal advice and services.

Terms of the Public Service Agreement 2010 - 2014	Action/commitment	Target Date as per Current Action Plan
	<p>and job creation.</p> <p>Systems will be put in place so that such files will be identified and treated with particular expedition and consideration.</p>	
Paragraphs 1.4, 1.11, 1.12, 4.3 and 4.4	<p>Allocation of Resources for Urgent Legal Issues</p> <p>The allocation of resources on a flexible basis to tackle urgent major projects modelled on the work method developed to deal with the legal issues and the heavy workload arising out of the banking and euro sovereign debt crisis. Teams of advisory counsel and parliamentary counsel will work flexibly to ensure an immediacy of response and a high quality of advice and legislation in response to a crisis.</p> <p>It is noted as reported in the Court Services Annual Report 2010 that there is an upward trend in the courts' case load. These cases involve the State legal services. This trend is a challenge but will continue to be met from within existing resources.</p>	On an ongoing basis resources will be allocated on a flexible basis for the particular projects as required to ensure the prompt and effective delivery of the highest quality legal advice and legislation.
Paragraphs 1.4, 1.11, 1.12, 4.1, 4.3 and 4.4	<p>Pace of Communication</p> <p>The enhancement of AGO communication methods and the management of enormous volumes of information enabled increased accessibility and responsiveness to stakeholders to deal with the particular challenges of larger projects such as the large number stakeholders, the intense volume of transactions and the urgency of the work.</p> <p>The Office will facilitate the use of high speed, multi user communications methods for discussion of ideas and the issue of formal advices There will be a major AGO effort to align existing systems for the management of information such as ACME.</p>	On an ongoing basis AGO communication methods and the management of information will be enhanced to ensure the timely and effective delivery of the highest quality legal advice.
Paragraphs 1.1, 1.4, 1.9, 1.10, 1.11, 4.1, 4.2, 4.4, 4.13, 4.15.	The Office will continue to work closely with the National Procurement Service (NPS) in the design and crafting of a suite of standardised Tender and Contract Documentation.	Ongoing process

Terms of the Public Service Agreement 2010 - 2014	Action/commitment	Target Date as per Current Action Plan
Also paragraphs 2, 10 and 11 of the appendix to the Agreements: service Delivery Options		
Paragraphs 1.4, 1.11, 1.12, 4.3 and 4.4	Client and Customer Survey Undertake follow-up client and customer survey of the Advisory and Administration sides and client survey of the Office of the Parliamentary Counsel and benchmark the findings against the results of the previous surveys undertaken in 2008.	Surveys to be completed and submitted to MAC by end of Q1 2012.
Paragraphs 1.4, 1.9, 1.10, 1.11, 1.12, 1.13 4.1, 4.4, 4.11, 4.12, 4.14 and 4.15	Delivering further courses in conjunction with CMOD to educate civil servants in relevant and important legal matters such as EU Law, including drafting of Statutory Instruments and preparation of legislation.	In conjunction with CMOD.
All Paragraphs	Take all measures necessary to facilitate our clients in achieving the objectives of the Public Service Agreement	To deadlines as set by the Implementation Body.
Paragraphs 1.4, 1.9, 1.10, 1.12 and 4.1	Assisting and advising Client Departments on proposals to reduce litigation costs	By end of Q2 2012 identification of most viable suggestions made in Offices' CRE and allocation of senior staff members to pursue those options with clients. Report to Main MAC by end of Q3 2012.
Paragraphs 1.1, 1.4 and 1.11	Support the Government's FAS Work Placement Programme	As opportunities arise

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Paragraphs 1.4, 1.9, 1.10, 1.11, 1.12, 4.1, 4.2, 4.3, 4.13 and 4.15	Statute Law Revision Project - To identify and repeal spent and obsolete Pre-Independence Statutes	On an ongoing basis dictated by availability of resources.

The Office of the Chief State Solicitor

Public Service Agreement 2010-2014 (Croke Park Agreement)

Action Plan for Chief State Solicitors Office

1. Better human resource management <i>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.</i>		
Terms of the Public Service Agreement 2010 – 2014	Action/commitment	Target Date for Implementation
1.13 4.11	<p>Competitive Promotions:</p> <p>Competitive promotions apply for the majority of promotional posts arising within the Office and (where the ‘Common Pool’ applies for legal posts between the CSSO and the Solicitors’ Branch of the DPP’s Office) for cross opportunity promotions between the CSSO and the DPPO, (SB). Competitive promotions apply for all administrative grades from SO upwards.</p> <p>Under an agreement with CPSU 25% of Staff Officer posts are filled on seniority subject to suitability basis. Management is anxious to discontinue this arrangement and will enter into discussions with the staff interests to achieve this end. The current issues in this case will be reviewed with Department of PER</p> <p>All promotion decisions are supported by competency frameworks and by the application of PMDS rules.</p>	<p>In place and ongoing.</p> <p>June 2012</p>

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1.7 1.14 4.3	<p>Secondments to Departments:</p> <p>The Office has seconded a legal officer to a Department to work on a specific long term project. The Office commits itself to working with Department in this manner in the future and on the basis of flexibility of arrangements for numbers and payroll control.</p>	In place and ongoing.
1.1 1.5 1.10 4.1 4.3	<p>Numbers Control and Employment Control Framework.</p> <p>The Office has already achieved the staff reduction target set for 2011 and is working towards the new ECF targets set for the period 2012 to 2014.</p> <p>The Office will work constructively with the Department of PER to identify ways and means of resourcing the current high levels of demand for legal service by Departments, especially in relation to staff numbers and salaries. A constructive approach to resource problems will avoid a situation where the Office will be unable to provide all the services demanded of it.</p> <p>The Office will require flexible arrangements from the Department of PER to achieve the work outputs required of it in response to Departmental business demands. This will be particularly so in rapidly growing service areas such as judicial review, asylum & immigration litigation, European Arrest Warrants & extradition and in certain property areas.</p>	In place and ongoing.
1.13	<p>Development of Staff:</p> <p>The Office will remain committed to the training and development of all staff in line with PMDS requirements and the training plans of the Office. The Office will utilise schemes such as Refund of Fees, Law Clerk Training, Trainee Solicitor Scheme, etc., to focus on the appropriate development of staff competences and in areas of greatest benefit to the Office and to the Civil Service.</p>	In place and ongoing.

Terms of the Public Service Agreement 2010 – 2014	Action/commitment	Target Date for Implementation
Paragraphs 1.4 and 4.10	<p>Control of Sick Leave</p> <p>A review of staff sick leave taken during 2011 in comparison with previous years will be undertaken. Results including any necessary recommendations will be submitted to MAC The office will attempt to comply with the target of a 10% reduction in sick leave and remains committed to providing a medical screening and lifestyle counselling programme for staff.</p> <p>MAC will review sick leave on a quarterly basis in 2012</p>	<p>Review completed by middle of January 2012 with a report to MAC by the end of the same month.</p> <p>In place and ongoing</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.

Terms of the Public Service Agreement 2010 - 2014	Action/commitment	Target Date as per Current Action Plan
1.4 1.11 4.1	<p>Control of Expenditure on Professional Fees:</p> <p>To continue the work of the Professional Fees Control Group and, in particular continue to review payment guidelines for all fees to ensure consistency of approach across the Office in the interest of economy.</p> <p>Expenditure will be reported to MAC on a quarterly basis.</p>	<p>In place and ongoing.</p> <p>Every quarter.</p>
1.10 4.1	<p>Cost Reduction and Cost Recovery as PMDS objectives of CSSO staff.</p> <p>The Office will introduce Party & Party cost minimisation and, also, cost recovery as competences for PMDS purpose in 2012. Jobholders will be assigned specific related objectives which will be reviewed in the context of performance reviews.</p>	2011 PMDS cycle and continued for 2012 – 2014
1.10 4.1	<p>Recovery of costs awarded to State.</p> <p>The policy of the Office is to look for an order of costs in favour of the State in every case where the State succeeds in litigation. The award of an order for costs is at the discretion of the Courts. Such orders are frequently granted. It is also the policy of the Office to enforce recovery of these costs.</p> <p>Bi-monthly report to MAC on costs recovered and due for recovery.</p>	<p>Ongoing</p> <p>Ongoing</p>

Terms of the Public Service Agreement 2010 - 2014	Action/commitment	Target Date as per Current Action Plan
1.10 1.12	<p>Assignment of responsibility for all legal costs control and management.</p> <p>The functions of the Office as regard the control and management of costs payable by the State and the recovery of costs will be assigned at Assistant Chief State Solicitor level so as to achieve high level attention. Organisational units within the Office engaged in costs related duties will report, through their Section Head, to this Assistant Chief State Solicitor. This Assistant Chief State Solicitor will have responsibility for reporting on costs objectives at MAC and will have the related risk management control responsibilities.</p>	Assignment pending filling vacancy by Q3 2012.
1.10	<p>Use of Best Counsel:</p> <p>To continue to work with the Attorney General's Office to identify and utilise emerging talented counsel and to ensure such a spread of work as to obtain the speediest and more economical service having regard to statutory duties.</p>	In place and ongoing.
1.14	<p>Departmental Legal Units:</p> <p>The Office will develop closer working relationship with the legal service units within departments and will support and contribute to the work of these units.</p>	In place and ongoing.
1.10	<p>Energy and Environmental Savings.</p> <p>The Office will continue to commit to Government policies of achieving lower carbon emissions and to achieve higher levels of energy cost savings. To this end the Office Partnership maintains a Green Committee to work on issues of recycling and energy use reduction.</p>	In place and ongoing.
1.7	<p>Handling of Large Cases:</p> <p>The resources required by the Office to handle large cases of major importance to Government will be kept under review with the Dept. of PER.</p>	Ongoing

Terms of the Public Service Agreement 2010 - 2014	Action/commitment	Target Date as per Current Action Plan
1.10 1.14	<p>Serial Litigation with Multiple Public Service Defendants:</p> <p>The Office will maintain a relationship with the Department of PER enabling resource strategies of defending all public service defendants (where appropriate) and where a combined approach to defending these cases would be tactical and would save expense. This is a continuance of a policy already in place as communicated by the Attorney General</p> <p>This proposed approach to these cases will also require flexibility in staffing and cost by the other agencies being defended.</p>	Ongoing
4.16	<p>Increased Use of EFT.</p> <p>An increased use of electronic funds transfer will reduce staffing demands in the Accounts Section and free staff for other administrative duties. The Office will endeavour to increase its use of EFT for payment of counsel to 90% by the end of 2012.</p> <p>The Office will also review the possibility of issuing remittance advice by electronic means in the course of a system upgrade.</p>	<p>End 2012</p> <p>June 2012</p>
1.14 4.14	<p>Improvements in Litigation Methods.</p> <p>Continued collaboration with client Departments and offices on high profile and high volumes cases to ensure most efficient practices are followed so that cases are settled at the earliest opportunity so as not to expose the State to greater financial or reputational risk</p> <p>Liaise with clients to ensure that cases are dealt with as efficiently as possible taking into account the impact of litigation on the Exchequer.</p>	In place and ongoing.

Terms of the Public Service Agreement 2010 - 2014	Action/commitment	Target Date as per Current Action Plan
	<p>Specifically continue the initiatives currently in place.</p> <p>Initiate greater collaboration with key clients to ensure the Judicial Review defence process is made more efficient.</p> <p>Internal litigation procedures are constantly under review to ensure the disposal of dormant litigation matters where possible.</p>	Ongoing.
1.14	<p>Transfer of Attorney General Scheme.</p> <p>The Office is anxious to complete the transfer of responsibility for the Attorney General Scheme to the Department of Justice and Equality as soon as possible in order to achieve greater efficiency in the process. The Department has agreed in principle to the transfer. However, discussions with the Department have not yet concluded so no agreement has been reached. The Office will continue to pursue this matter through 2012.</p>	End 2012
Appendix – service delivery options	<p>Outsourcing of Work.</p> <p>Outsource legal work in exceptional circumstances where the Office does not have the required specialist expertise or capacity to deal with the work to the required professional standard. The Office will continue to exercise a control function where work is outsourced by it.</p>	As required
1.10	<p>Provision of Service in Low Value Areas.</p> <p>Review the provision of some low value services by analysing the effort involved and the suitability for outsourcing on a self financing basis.</p>	Ongoing
1.9 4.14	<p>Procurement Advice Service</p> <p>The CSSO will work to enhance and further develop relationships between the Department of Finance, the NPS and State bodies vested with a role in public procurement to ensure that a</p>	In place and ongoing.

Terms of the Public Service Agreement 2010 - 2014	Action/commitment	Target Date as per Current Action Plan
	<p>standardised, professional and legally compliant approach is applied to public procurement processes so as to assist the State in complying with its obligations at EU law. The CSSO will work with the NPS to coordinated procurement strategy for the State so as to be effective and efficient.</p> <p>The Office is constantly working with the NPS and Department of PER to ensure that sufficient skilled legal resources are available in this area.</p>	Ongoing.
1.25 1.27	<p>Staff Consultation on Further Savings Opportunities:</p> <p>The Office has agreed at Partnership to seek further recommendations and suggestions from staff as to additional opportunities for savings, improved performance and greater efficiency and will commence this process in October 2010.</p>	Ongoing
All	<p>Productivity related proposals</p> <p>By the end of 2012 the Office will have an authorised staff complement of 228. This is down from a high of 249 in 2008. The Office is keeping workloads across all areas under review, with a view to rationalising the structure and reporting arrangements within legal Divisions and Sections.</p>	Ongoing
1.1, 1.4 1.11	<p>FAS Work Placement Programme</p> <p>The Office is continuing to look at the possibility of taking in 4 work placements over a period of 18 months and needs to agree with the staff side a set of learning objectives which will render the experience meaningful and beneficial to the placement candidates.</p>	June 2012
1.4 1.9 1.10	<p>Shared Services</p> <p>Participate in central initiatives to achieve Shared Services within defined timeframes.</p>	Jan 2012

Terms of the Public Service Agreement 2010 - 2014	Action/commitment	Target Date as per Current Action Plan
1.11 1.12	<ul style="list-style-type: none"> • Assign Senior Official to co-ordinate requirements • Already using services of Dept. of Finance for payroll • Complete transition to HR Shared Services 	End 2014

The Law Reform Commission

Public Service Agreement 2010-2014 (Croke Park Agreement)

Action Plan for the Office of the Attorney General, Office of the Chief State Solicitor and the Law Reform Commission

1. Better human resource management		
<i>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.</i>		
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Administration		
4.10	Sick Leave/Attendance	Ongoing in 2012
1.12, 4.13	Administration	Ongoing in 2012
1.4	Training Evaluation	Ongoing in 2012
1.1, 1.3, 1.4, 1.5 and 4.11	Commission Internship programme	In place and ongoing

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.

Terms of the Public Service Agreement 2010 - 2014	Action/commitment	Target Date as per Current Action Plan
Law Reform		
1.4	<p>Consultation Paper containing a Classified List of over 2,000 Acts in Ireland was published in December 2010. Report, with complete Classified List of Legislation, to be published by end Q3 2011.</p> <p>First New element since Action Plan: Commission intends additional enhancement of Classified List in 2011.</p> <p>Second New Element since Action Plan: ongoing updating of Classified List in 2011 and onwards.</p>	<p>Project on Classified List of Legislation to be completed by end 2011. Version 4 published September 2011.</p> <p>December 2011: hyperlinking to Acts begun; ongoing in 2012.</p> <p>In place and ongoing. New in 2012: hyperlink to full text of remaining pre-1922 Acts in force as well as post-1922 Acts in force.</p>
Restatement		

Terms of the Public Service Agreement 2010 - 2014	Action/commitment	Target Date as per Current Action Plan
1.4	Development of written procedures, expansion of reference manual, more detailed training and supervision based on above materials.	In place in June 2011 with ongoing maintenance
1.4	Repurposing of Legislation Directory data to produce running restatements.	From January 2012- Work started December 2012
Administration		
1.10, 4.1, 4.13	FMS	Ongoing in 2012
1.4, 1.12 4.13	IT Enhancements: Broadband service	Target for implementation end of first quarter 2012. Underway – for completion end of Q1 2012
4	Energy Saving	In place and ongoing
4	Reduction in paper publications and replacement with electronic versions of documents	In place and ongoing
1.4,4	Active management of costs and negotiation with all suppliers	Continuing and ongoing
1.4,4	Contracts	Ongoing in 2012
1.4,4	New - Premises	Ongoing in 2012

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

Terms of the Public Service Agreement 2010 - 2014	Action/commitment	Target Date as per Current Action Plan
Law Reform		
1.1, 1.4	Complete remaining Projects in <i>Third Programme of Law Reform 2008-2014</i> . Publish 7-9 Consultation Papers/Reports in 2011. Publish 7-8 Consultation Papers/Reports in 2012. Complete Mid-term Review of <i>Third Programme of Law Reform 2008-2014</i> by mid-2011.	In place and ongoing throughout the term of the Agreement, and targets for 2011 achieved. New in 2012. Priority to complete Attorney General request on Mandatory Sentences.
1.1, 1.4	Development of <i>Fourth Programme of Law Reform</i> . Appoint project team in 2013 to prepare for consultation on Fourth Programme of Law Reform. 2014: complete consultation process, including public consultation, and prepare <i>Draft Programme of Law Reform</i> for approval by Government (in accordance with the <i>Law Reform Commission Act 1975</i>).	To be completed in 2013 and 2014 Arising from Mid-Term Review of the Third Programme in 2011, decision that preparations for New Programme will begin one year ahead of schedule (i.e. 2012 rather

Terms of the Public Service Agreement 2010 - 2014	Action/commitment	Target Date as per Current Action Plan
		than 2013).
Restatement		
1.4	<p>Undertaking a Second Programme of restatements 2011-2012, subject to external factors and resources.</p> <p>The Second Programme includes legislation in the areas of :</p> <ol style="list-style-type: none"> 1. Employment 2. Irish Nationality and Citizenship 3. Children 4. Family 5. Mental Health 6. Criminal Law (Bail and Offences Against the State) 7. European Union 8. Planning and Development 9. Aquaculture 10. Environmental Protection Agency 11. Foreshore 	January 2011-December 2012

Terms of the Public Service Agreement 2010 - 2014	Action/commitment	Target Date as per Current Action Plan
	12. Dumping at Sea 13. Waste Management (if time) 14. Water (if time) 15. Electoral (if time) 16. Registration of Title Act 1964 (added later)	
1.4	Undertaking a Second Programme of restatements 2011-2012, subject to external factors and resources.	January 2011-December 2012 Underway, part published
Legislation Directory		
1.4	Upgrading of Legislation Directory of the Acts to include pre-independence legislative effects (amendments, non-textual amendments and other ways legislation has been affected). Approximately 1,000 pre-1922 statutes remain on the statute book, many of which were amended pre-1922. A considerable amount of information is already in place and further information will be added on a monthly basis subject to external factors.	June 2010 -December 2012 Ongoing
1.4	Identification of statutory instruments which are in force in the jurisdiction. Over 28,000 statutory instruments were made since 1922 and many of them are obsolete, revoked or spent. In order to avoid tracking changes to those which are no longer in force, all obsolete SIs are being identified and eliminated from the working list. This work may also identify SIs which are no longer relevant but have not been revoked.	June 2010-June 2013

Terms of the Public Service Agreement 2010 - 2014	Action/commitment	Target Date as per Current Action Plan
	<p>This work is underway. It is estimated that it will take at least one year to compile the initial list. Delivery timescales on this aspect of the project are dependent of the availability of unpaid interns.</p> <p>The long-term aims for this project will take some years to achieve and will depend on cooperation between all stakeholders and the availability of resources.</p>	
1.4	<p>Upgrading of Legislation Directory to include statutory instruments using existing authoring tool.</p> <p>At present amendments to statutory instruments are not tracked, and there is no equivalent of the Legislation Directory for Acts where any changes can be checked. Ascertaining whether and to what extent a piece of secondary legislation has been amended involves systematic searches of the existing body of legislation. Searching can be done electronically using the Irish Statute Book online, but requires skill and know-how which is generally not available to lay users.</p> <p>A database for the years 2004-2011 has been produced.</p> <p>Further developments will depend on resourcing.</p>	<p>In place and ongoing</p> <p>To be decided.</p>
1.4	<p>Work to ensure efficient interaction between the Legislation Directory and other aspects of the eISB. In particular, cooperate with the eISB upgrade to allow the linking of Acts directly to the eISB.</p>	Ongoing
Administration		
1.12,4.13	Improve Website Accessibility	Q1 2012 and ongoing

Guidance Notes

1. Actions contained in the current iteration of Croke Park plans which have been completed/ delivered should now be removed.
2. In their place, new or revised Actions and targets on change and reform should be included as appropriate, taking account, for example, of recent Expenditure Review and Budget decisions and the reform agenda set out in the Government's Public Service Reform Plan.
3. Action Plans should contain all those actions it is intended to deliver over the remaining lifetime of the Agreement (i.e. to 2014).
4. Plans should fully reflect all relevant initiatives being led from the centre and your organisation's contribution to the achievement of same (e.g. reduction in days lost to sick leave and standardised methodology reporting same).
5. Specific target dates for full implementation of each action should be indicated. Where an action is to be undertaken in phases, the target date for each phase should be clearly indicated.
6. It is appropriate to consult with staff representatives through a relevant forum on the proposals submitted.
7. Any queries in relation to this process should be directed to Alan Plummer, Implementation Body Secretariat (ph: 01-6045340, e-mail: alan.plummer@per.gov.ie)