

MEETING OF THE COURTS SERVICE BOARD

11th April, 2016

The Courts Service Board met on 11th April, 2016.

At the meeting the Board considered and approved reports in the following matters:

Minutes and Documentation from Committees of the Board

The Board noted minutes of meetings of Committees of the Board as follows

- Minutes of Audit Committee Meeting of 1st February, 2016
- Minutes of the Finance Committee Meeting, 1st February, 2016
- Minutes of Family Law Court Development Committee Meeting, 30th November, 2015
- Minutes of Building Committee Meeting, 26th January, 2016

Annual Report of the Audit Committee 2015

- The Board considered the Annual Report of the Audit Committee for 2015 and noted and discussed the key issues considered by the Committee during the year.

Report on Budget and Expenditure

- The Board was briefed on expenditure at end February, 2016 and noted that a detailed review of expenditure and income trends to end March will be carried out in April and brought to the attention of the board.
- Appropriation Account 2015– was considered and approved by the Audit Committee and submitted to the C&AG in accordance with regulations. The Audit by the C&AG of the Account will be completed in the coming months.
 - Audit of the Financial Statements of the Office of the Accountant of the courts of Justice for year ended 30th September 2015 – was completed and an unqualified audit report received. The Report was reviewed by the Audit Committee and submitted to the Ministers for Justice and Equality, Finance and Department of Public Expenditure and Reform by 30th March, 2016. .

Chief Executive Officer's Report

The Chief Executive Officer briefed the meeting on some of the major issues outlined in his report including

- **Retirement of Head of Directorate of Supreme and High Court Operations on 30t June, 2016**
- **Publication of the Courts Service Freedom of Information Scheme** - on the Courts Service Website by 14th April, 2016 in accordance with the legislation
- **Implementation of the Learning and Development Strategy**
- **Ongoing under funding of ICT and the impact on the infrastructure, maintenance and development of IT systems**
- **Progress on the PPP bundle of 7 courthouses** – construction has commenced and the projects are on target for completion by end 2017
- **Development of the Hammond Lane Project – work is continuing with meetings of the Project Board and the establishment of sub – committees**
- **Transformation of Kilmainham Courthouse to a Visitor Centre** – officially opened by the President of Ireland on opening ceremony on 30th March 2016
- **Work undertaken by the Courts Centenary** – commemorative lecture series continued culminating in the events of Easter Monday in the Four Courts which were heavily subscribed and very well received.
- **Court Waiting Times**
- **Review of Probate Services** – to be undertaken involving consultation with all stakeholders.
- **Special Criminal Court No. 2 – arrangements are being finalised and sittings are expected to commence shortly**
- **Assisted Decision Making (Capacity) Act and the Legal Services Regulation Act** – are due to be commenced shortly and will have resource implications for the Courts Service.

Risk Management

The Board considered and approved the report on risk management which set out the key risks for the organisation and included a detail list of control actions designed to mitigate the risks.

Procurement of Digital Audio Recording

As a procurement proposal was for consideration, the Chairperson requested as a matter of good governance that any member who considered that they had an interest which might

represent a conflict in their consideration of the proposals, absent themselves from the consideration of this item and the minutes would record any such abstention. No member of the Board absented themselves from the meeting.

The Chief Executive presented the report as circulated on the procurement of digital Audit Recording Support, Managed Storage and Transcription Services. The report was considered by the Finance Committee which recommends that the Board approve the award of the contracts as set out in the Report. The Board fully considered the Report and approved the award of the contracts as follows

- Digital Audit Recording Support and Manage Storage be awarded to ATOS for a period of 3 years with an option to renew for 2 further one year periods
- Digital Audit Recording Logging and Transcription be awarded to DTI Global for a period of 3 years with an option to renew for 2 further one year periods.

Report on Governance Framework Document

The Chief Executive presented the Report on developments in Corporate Service and the draft Courts Service Corporate Governance Framework Document which in accordance with the Civil Service Corporate Governance Standard must be published on the Courts Service website by 21st April, 2016. The Report also included the Agency Framework Agreement 2016 between the Department of Justice and Equality and the Courts Service which had been put in place.

The Board considered the report, noted the developments in corporate governance and approved the Courts Service Corporate Governance Framework Document for publication on the Courts Service website.

Next Meeting

The next meeting of the Board will take place on 27th June, 2016.

Attendance

Present: The Hon. Mrs. Justice Susan Denham, Chief Justice and Chairperson
The Hon. Mr. Justice Peter Kelly
The Hon. Mr. Justice Michael Peart
The Hon. Mr. Justice Ray Groarke
Her Honour Judge Rosemary Horgan
Judge Gerard Haughton
Mr. Brendan Ryan
Mr. David Barniville
Mr. James McCourt
Ms. Elaine Jones
Mr. Liam Berney
Mr. Pat Doyle
Mr. Shane Browne

Apologies: The Hon. Mr. Justice Sean Ryan
The Hon. Mr. Justice Liam McKechnie
The Hon. Mr. Justice Patrick McCarthy
Her Honour Judge Doirbhile Flanagan
Mr. Conan McKenna

Officials Present: Mr. Sean Quigley, Head of Resource Management
Mr. Paul Burns, Head of Infrastructure Services
Ms. Marie Ryan, Secretary
Ms. Miriam O’Flanagan, Office of the CEO