

Public Service Agreement 2010-2014 (Croke Park Agreement) Action Plan

Guidance Notes for Reporting Template

Reporting Period

1. The reporting period is the 6 months from April 2011 to September 2011.

Completing the Report

2. A summary list of bullets highlighting the main developments over the 6 month period should be included at the head of the document.
3. Include text to describe the progress made on each action specified in the Action Plan for the Department/Office/Agency under the '**Current Position**' column on the far right.
4. The text in each row or Action should be coloured as follows:
 - In **GREEN** if the Action has already been achieved, is underway and currently on time for delivery in accordance with the Plan;
 - In **ORANGE** if the delivery of the Action is substantially underway but is not likely to meet its specific target date;
 - In **RED** if there has been no tangible progress on the Action to date.
5. A statement of reasons for delay should be given in respect of any action highlighted in **ORANGE** or **RED** in the final column.
6. Any actions for which a timeframe for delivery under the Action Plan was given as either 'ongoing' or over the period of the Agreement, or equivalent, should only be marked in green if some progress has been made on the Action in the reporting period. Details of that progress should be provided in the '**Current Position**' column.
7. Where figures/estimates of savings being achieved are available, these should be noted also in the '**Current Position**' column.

Submitting the Report

8. Reports should be emailed to Alan Plummer (alan.plummer@per.gov.ie) and Bridie Cuddy-Smyth (bridie.cuddy-smyth@per.gov.ie), Implementation Body Secretariat by close of business on 18th October 2011. Telephone contact number is (01) 6045340.

Public Service Agreement 2010-2014 (Croke Park Agreement) Action Plan

TO BE RETURNED NO LATER THAN Tuesday 18TH October 2011

Department/Office/Agency: Inland Fisheries Ireland

1. Summary of Main Progress Achieved in the Six Month Period April 2011 to September 2011

- Public Service Numbers – Staffing returns submitted in relation to Q3 2011 reflect an actual headcount of 346.25 (WTE). This relates to an approved ECF level of 363 as at December 2011.
- Public Service Numbers – IFI has actively engaged with all staff entitled to retire on enhanced benefit prior to February 29th 2012. At the time of this return this process is on-going.
- Public Service Numbers – Non replacement of a key senior manager (RBD Director Limerick) following resignation of the incumbent and the redistribution of responsibilities of that post to the remaining posts in that group.
- Improved efficiencies and effectiveness in the field with surveillance equipment, use of kayaks, use of bikes, thermal imagers etc.
- Increasing numbers of EFT payments to staff and suppliers reduced time on signing cheques, filling envelopes and postage.
- Reduced vehicle associated costs with reduced fleet.
- Reduced light and heat costs having moved to National Procurement scheme operated by DCENR
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2. Detailed Progress Update for the 6-months – April to September 2011

1. Better human resource management: Actions under this heading include reductions in numbers, redeployment, reconfiguration of service delivery, revisions in attendance arrangements, better attendance and absence management, etc.			
Terms of the Public Service Agreement 2010 – 2014	Action	Target Date as per Current Action Plan	Current Position
1.5 Reduction In Public Service numbers	Reduce overall headcount in line with revised ECF approval.	Dec 2011 to Dec 2014	December indicative ECF approval level of 363 has been achieved. Returns for Q3 2011 reflect a headcount of 346.25 WTE. Active engagement with DPER regarding advancement of proposals relating to the revised structure proposal for IFI.
4.3 Redeployment	Implement redeployment aspects of the Public Service Agreement 2010 – 2014 in relation to all vacancies if and when they arise.	Dec 2011 to Dec 2014	To date no vacancies suitable for redeployment have arisen. IFI is currently engaged with the Department of Finance regarding a proposed restructuring programme. If same is implemented it will involve extensive use of the redeployment element of the CPA. During the review period IFI has actively sought to implement a system of internal redeployment to critical positions. Non replacement to a key senior position and subsequent reorganisation. Active engagement with staff entitled to avail of enhanced retirement benefits.
4.4 Attendance & Absence Management	Consolidate eight inherited absence management systems into one streamlined process by the introduction of a global Time Attendance/HR Management system.	Dec-13	Process has commenced. Systems that have been operated to date on a regionalised basis are in the process of consolidation and a common recording format established. Quarterly updates are provided to the IFI Board
4.10 Sick	Introduce revised arrangements for the management of sick	Dec-11	The initial phase of this programme has been

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Leave Management	leave as outlined in the Public Sector Service Agreement 2010 – 2014.		introduced i.e. the centralised management of staff who are deemed as long term absentees. A 66% return to work result has been achieved.
4.4 Work Practices	Elimination of traditional demarcation across roles and grades	Dec 2011 to Dec 2014	Demarcation elimination will be addressed as an integral element of the restructuring programme. As an element of the programme to improve work practices protection staff have adopted the use of mountain bikes, kayaks and jet skis to substantially increase the productivity element of protection and inspection patrols.
4.4 Work Practices	Up-skill general operative grade personnel and provide training for all relevant staff in the core area of fisheries protection	Dec-11	The up skilling programme for general operatives is contingent on approval of the restructuring programme which is the topic of discussion with the Dept. of Finance. Ref 4.3
4.4 Work Practices	Develop joint working arrangements with other relevant agencies and relevant stakeholders to assist in the achievement of core fisheries goals.	Dec-11	High level discussion has commenced with NPWS and the SFPA with a view to identifying areas could be shared to achieve business goals. Contact has also been made with National Fishery Organisations (key stakeholders) to identify areas where these organisations could assist in the achievement of key fishery goals. During the reporting period a number of joint sea patrols have been held with SFPA officers while utilising IFI sea going capacity
4.7/4.8 Work / Life Balance	Review current arrangements as they currently apply in the context of the requirements of the new National Agency, Inland Fisheries Ireland. Implement required national changes.	Dec-12	Currently under review in the context of the development of the new staff scheme as required under the Inland Fisheries Act 2010.

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4.12 Performance Management	Strengthening of performance management and development system in line with the requirements of the Public Service Agreement 2010-2014.	Dec-10	Integrated PMDS system in operation on a national basis

2. Better Business Processes: *Actions under this heading would include efficiency measures and improvements to the processes by which your Department/Body delivers its services to the public, including changes to the technology used, better data management, including around identity, and so on.*

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4.15 Greater Sharing of Resources	Reduction of fleet by a minimum of 25%.	2011-2012	Fleet reduction commenced in January 2011 with further reductions foreseen throughout 2011 - 2012 as old fleet is not replaced
4.15 Greater Efficiencies Through Enhanced Procurement	Securing better rates for utilities supplied across the service.	2011-2014	A review of the electricity and gas suppliers has been completed we have joined the National Procurement plan run by DCENR to effect changes in the light and heating utilities. Tenders on a national basis have been sought for legal services, diesel cards (already completed), Fire and security services including alarms., Other utilities scheduled for review between 2011-2014. A tender for mobile phone use has gone up on e-tenders.
4.15 Greater Efficiencies Through Enhanced Procurement	Consolidation of procurement efforts and maximise the purchasing power of the national agency. This encompasses items such as but not limited to , purchase of vehicles, fleet management, work wear, boats/ engines, field equipment, IT, Admin Supplies, Insurance, legal, internal audit. This action is largely conditional on securing a dedicated procurement resource for the Inland Fisheries Service.	2011-2014	The requirement for a dedicated procurement resource has been included as a critical post in a business plan which is currently under review by the DPER..

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4.13 Better Business Processes	Communications improvements.	2012/Q1	Currently trialling Microsoft Lync VOIP system, with free calls over our existing network, video conference call facility, as well as desktop sharing, instant messaging and text messaging. Potential to reduce travel time to meetings and travel costs.
4.13 Better Business Processes	Utilising technology to improving / develop efficiencies in delivering service for the public in the areas of conservation and protection. This includes using thermal image cameras, data loggers (check water quality on a 24/7 basis), CCTV and other surveillance equipment.	2011	Field equipment now incorporates technologies that are labour saving and also increase efficiency, thereby improving the service to the public