

## HMICA Business Plan 1 January 2010 – 31 March 2011

Strategic Aims for 2010 - 2011.

1. To implement the decision to abolish HMICA
2. To conduct inspection work within the resources available, including joint work
3. To work with MoJ and the CJ Chief Inspectors to provide advice to Ministers on matters of inspection policy arising from the Smarter Government proposals
4. To deliver our corporate responsibilities to MoJ and our staff: e.g. HR, Finance, Information Assurance, H&S etc.

Work stream (Goal)	Key elements (Objectives)	Owner
1. Working collaboratively with Officials to implement the decision to abolish HMICA  [Aims 1 & 3]	a. Identify the essential elements of HMICA's remit and possible options for transfer/alternative ways of delivery b. Consult with MoJ about this analysis and seek to influence which functions will be subject to efforts to continue to discharge the functions. Agree the role of HMICA and MoJ in this c. Seek involvement in exploring the option of delivering elements of b. through a more general review of CJS inspection d. Explore other options e. Seek to influence outline Ministerial agreement for preferred options including any transfer of HMICA resources and/or staff to other bodies f. Commence change project to deliver Ministerial decisions g. Support to Bill Team whilst taking legislation through Parliament	EAB

<p>2. HR [Aims 1 &amp; 4]</p>	<p>a. Implement the MoJ 'Managing Change Framework'  b. Training /skills maximisation for all staff  c. Providing support to all staff within the Managing Change framework and MoJ policy guidelines to maximise chances of obtaining new jobs  d. Contract/redeployment issues  e. Managing out staff on loans, secondment, fixed term contracts</p>	<p>KC</p>
<p>3. Communications [Aims 1 – 4]</p>	<p>a. Internal communications about developments to staff  b. External – effective external communication about closure/wind-down/possible transfer of functions to all stakeholders such as: HMCS, CJCIG, judiciary, CJINI, MoD, OFSTED, NAO, Audit Commission, IAD, users of the criminal, civil and family courts, Ministers, Bill Team, wider public</p>	<p>EAB/A A</p>
<p>4. Delivering planned inspection activity [Aim 2]</p>	<p>a. Implementing agreed PID and methodology for Inspections and PIRs.  b. Business continuity plan to take account of changing resources (i.e. support team, inspection team and senior management team members leaving)  c. Undertaking further inspection activity as resources allow</p>	<p>Team leaders / IDIG Part 2</p>
<p>5. Resources [Aim 1]</p>	<p>a. Estates issues – leases, utilities etc  b. ICT issues – decommissioning and handing back equipment  c. Resources – 2010-11 budget and 2011-12 budget allocations, management and accounting</p>	<p>JC</p>
<p>6. Statutory requirements [Aims 1 &amp; 2]</p>	<p>a. Annual report publication 2009-10 and 2010-11  b. Duty to produce joint business plan and other statutory duties</p>	<p>JC/DA</p>
<p>7. Knowledge and information [Aims 1 &amp; 2]</p>	<p>a. HMICA files and records archiving or destruction  b. Knowledge management – managing essential knowledge whilst HMICA exists and identifying what needs to be transferred to others and how  c. Bring the inspection framework and methodology to completion as appropriate</p>	<p>DA/AA</p>
<p>8. Ongoing corporate activity [Aims 2 &amp; 4]</p>	<p>a. Manage the allocated budget and make appropriate financial returns  b. Manage health and safety within the law and agreed policies  c. Manage information assurance within the law and agreed policies  d. Develop effective business continuity plans  e. Manage corporate risk in line with agreed policies</p>	<p>JC</p>

## Inspection activity to be undertaken or completed in 2010 – 2011

### Joint inspection

Information Flows & Data Security Thematic  
Court Work and Reports Thematic  
Leeds MC PIR

### HMCS Inspection

How well HMCS meets family public law case completion targets

Inspection of court custodial areas } As resources allow  
Inspection of the timely and accurate passage of information to stakeholders }

### Post Inspection Reviews

Completion of outstanding PIRs  
Plus Derbyshire & Nottinghamshire  
Criminal case administration and resulting  
Cleveland, Durham & Northumbria

Military Court Service as appropriate