Page No	Date	Description of Document	Deletions	Relevant Section of FOI Acts	Reason for Redaction	Decision Maker's decision
				Requester Name:		File FOI-000309-2022
1 - 14	11/05/2022	Audit Report Policy Development	30	Part 1(n) Schedule 1	Out of Scope	Part -Grant

Audit Report

Policy Development

GARDA INTERNAL AUDIT SERVICE

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1. Executive Summary

The Policy and Governance Co-ordination Unit (PGCU) was established in August 2017 as part of An Garda Síochána's Modernisation and Renewal Programme. The PGCU's functions are outlined in the *Development, Implementation, Monitoring and Review of Policy* document, as introduced by HQ Directive 36/2018:

- Design, implement and maintain applicable templates, procedures and guidelines for developing, approving, reviewing, issuing, storing, revising and archiving of policies;
- Assist policy owners and policy writers in the development and implementation of new or revised policy by acting in a project manager capacity;
- Maintain an organisational policy issues log and policy repository;
- Ensure that only the most up to date approved version of a policy is accessible on the Garda portal and Garda website;
- Provide a quality control element to the policy development cycle; and
- Act in a project manager capacity in dealing with new or the review of existing policy. This includes bringing new policy submissions to the Garda Executive for their consideration and facilitating meetings with the policy owner and the Risk and Policy Governance Board with regard to initiation of new (or review of existing) policies.
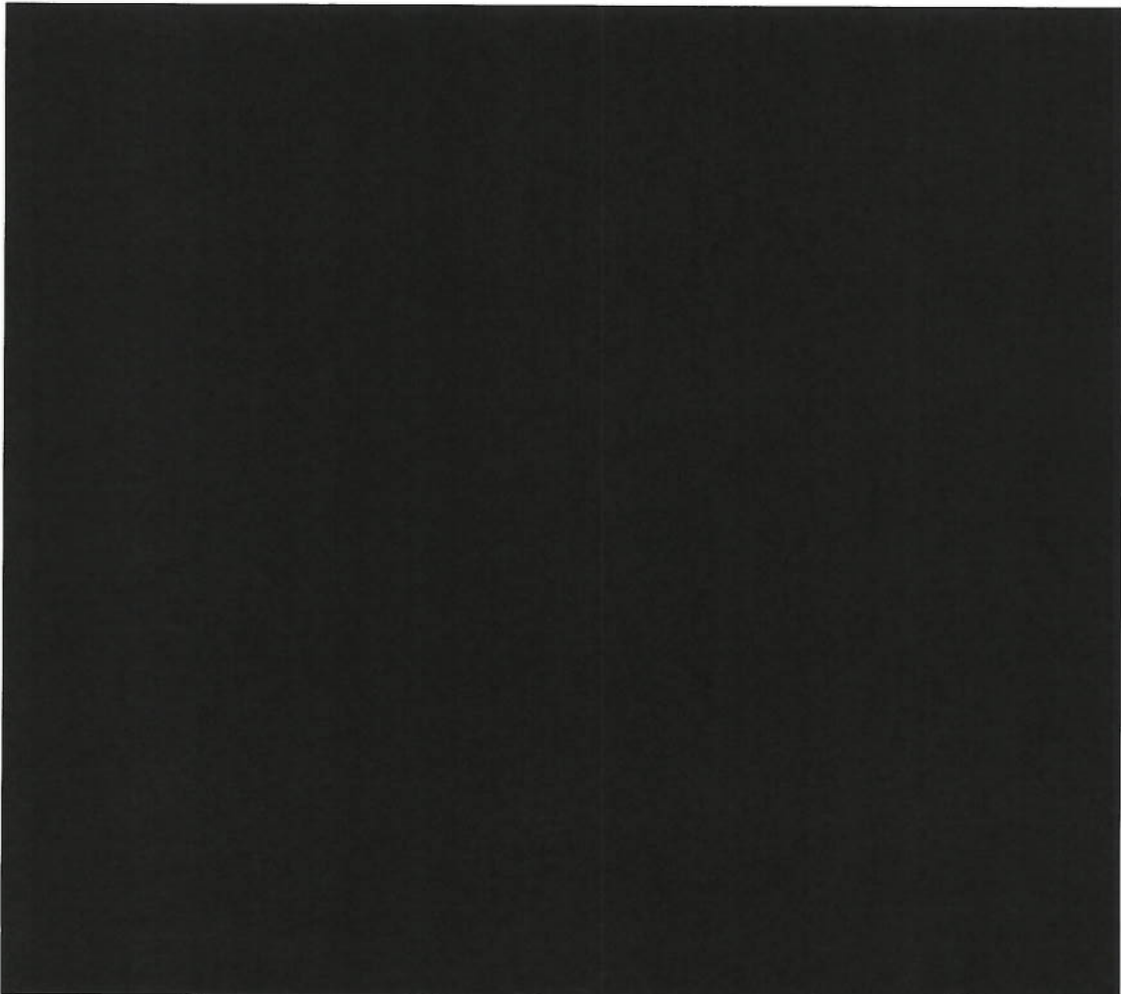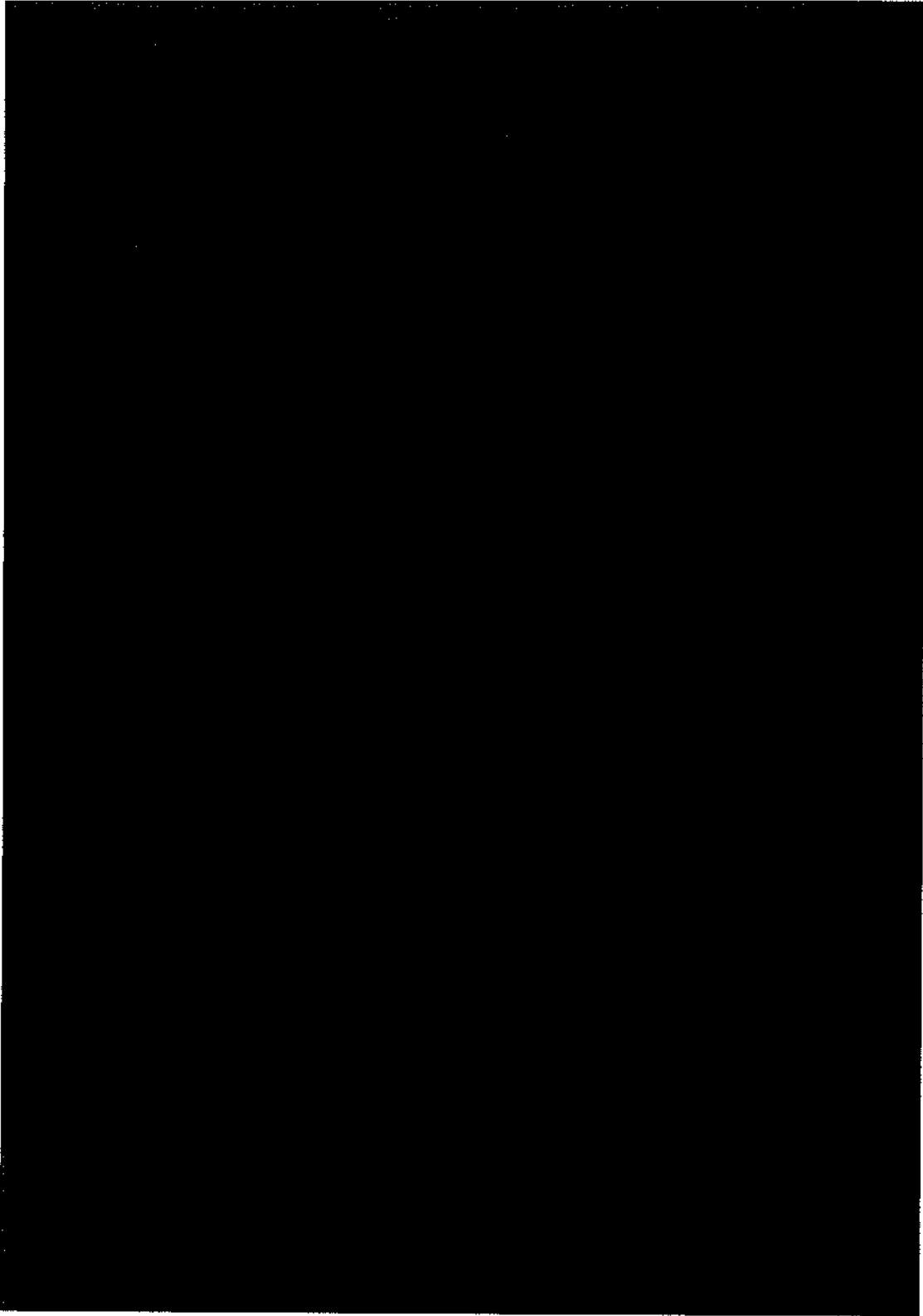
2. Terms of Reference

███

2.2 Audit Scope and Methodology

███

GIAS analysed the adequacy of the PGCU's current resourcing, to assess whether the correct amount of trained staff is available, and whether there are sufficient resources in place for the performance of its functions.
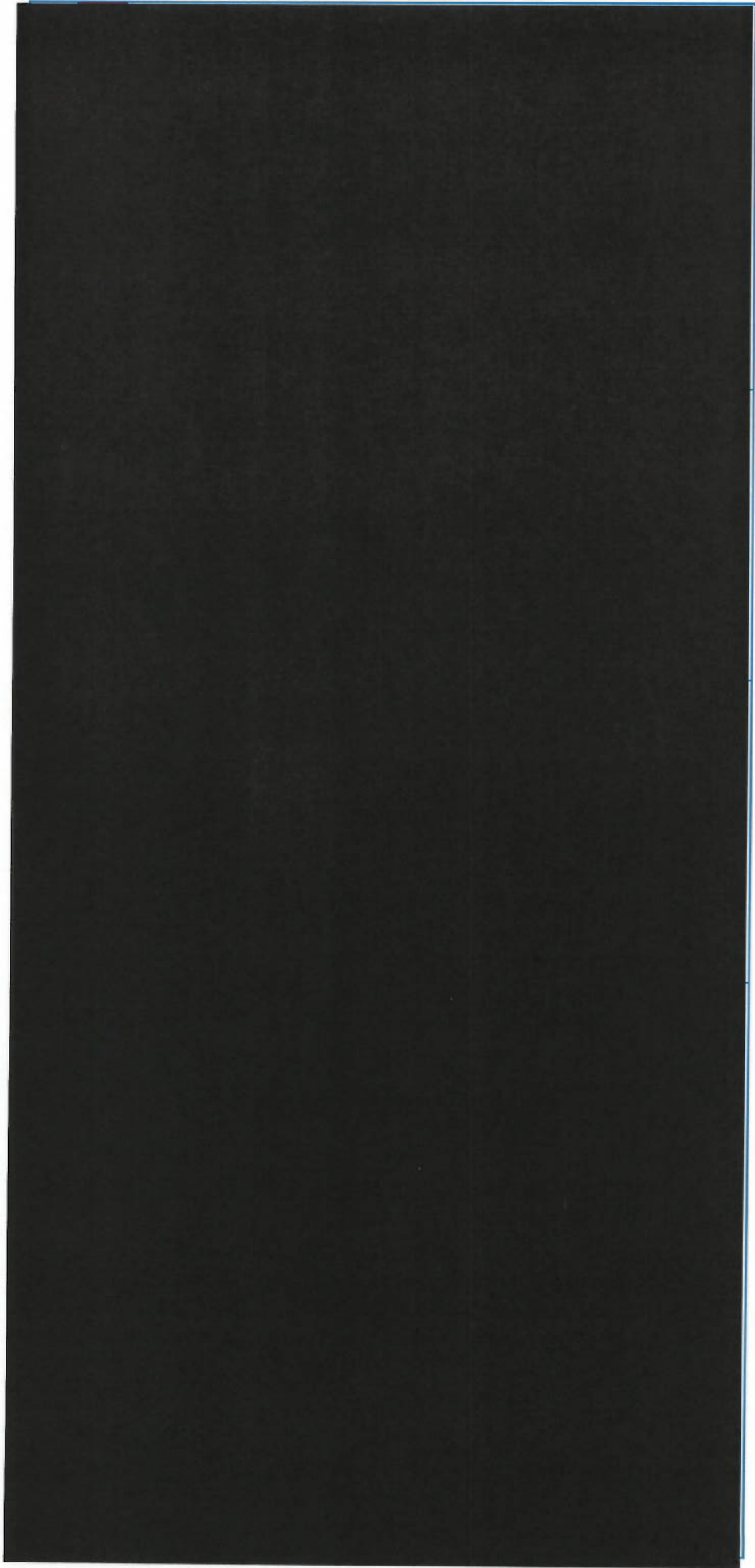
GIAS undertook the following steps:

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- Determined if there are adequate resources assigned to the policy development unit to carry out its function.

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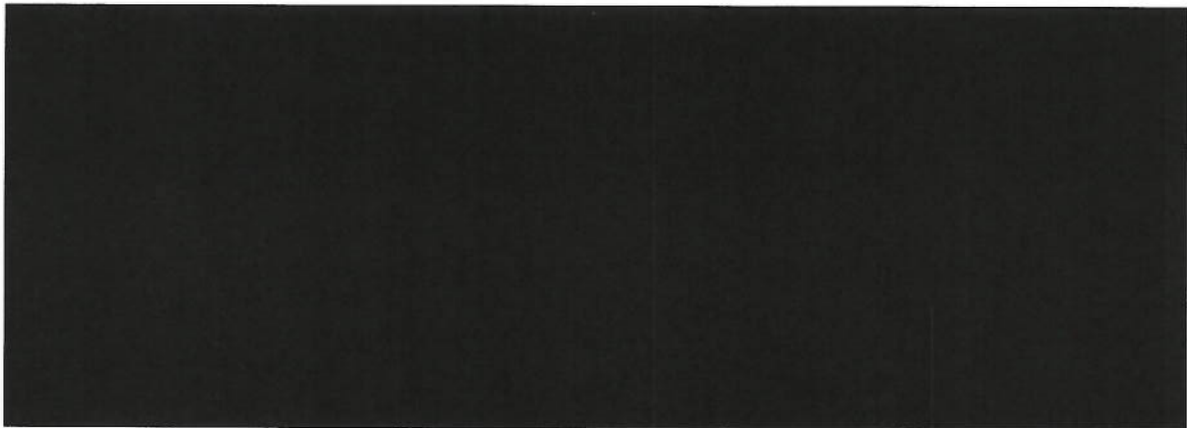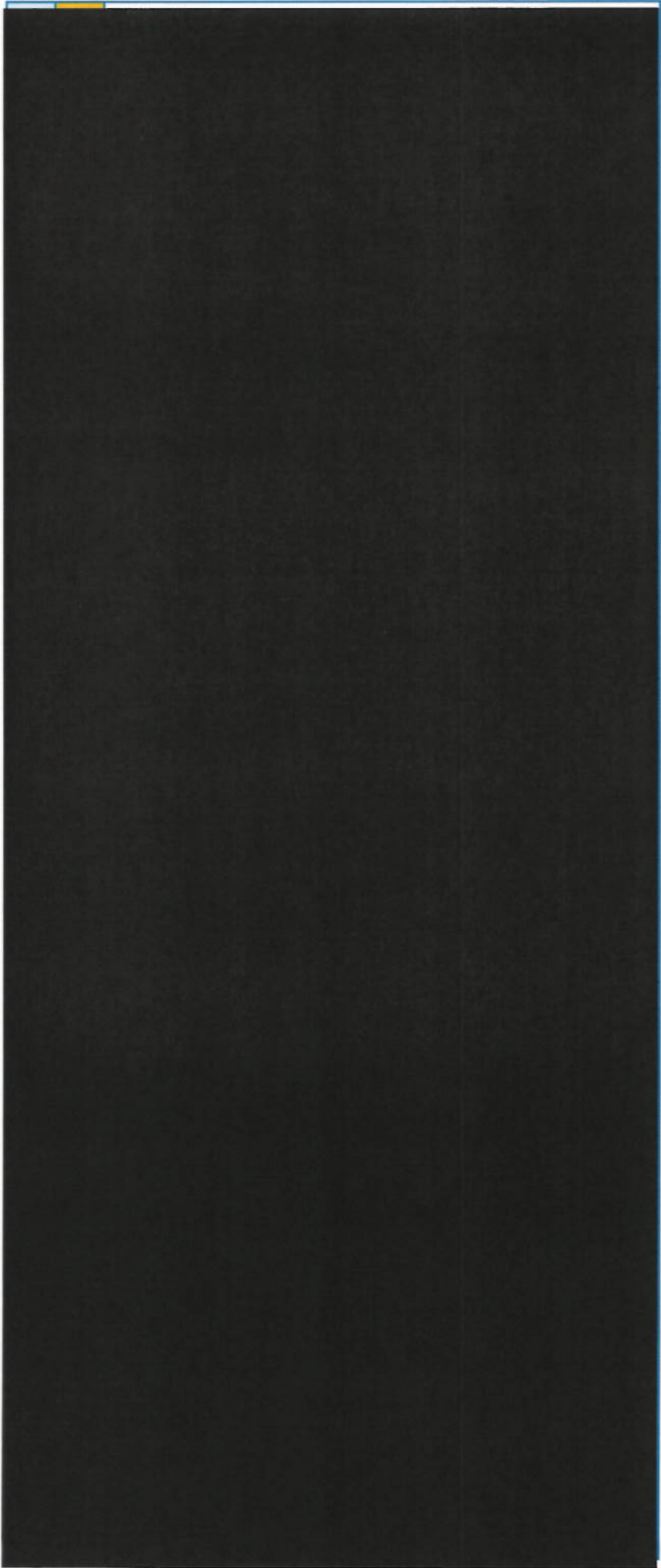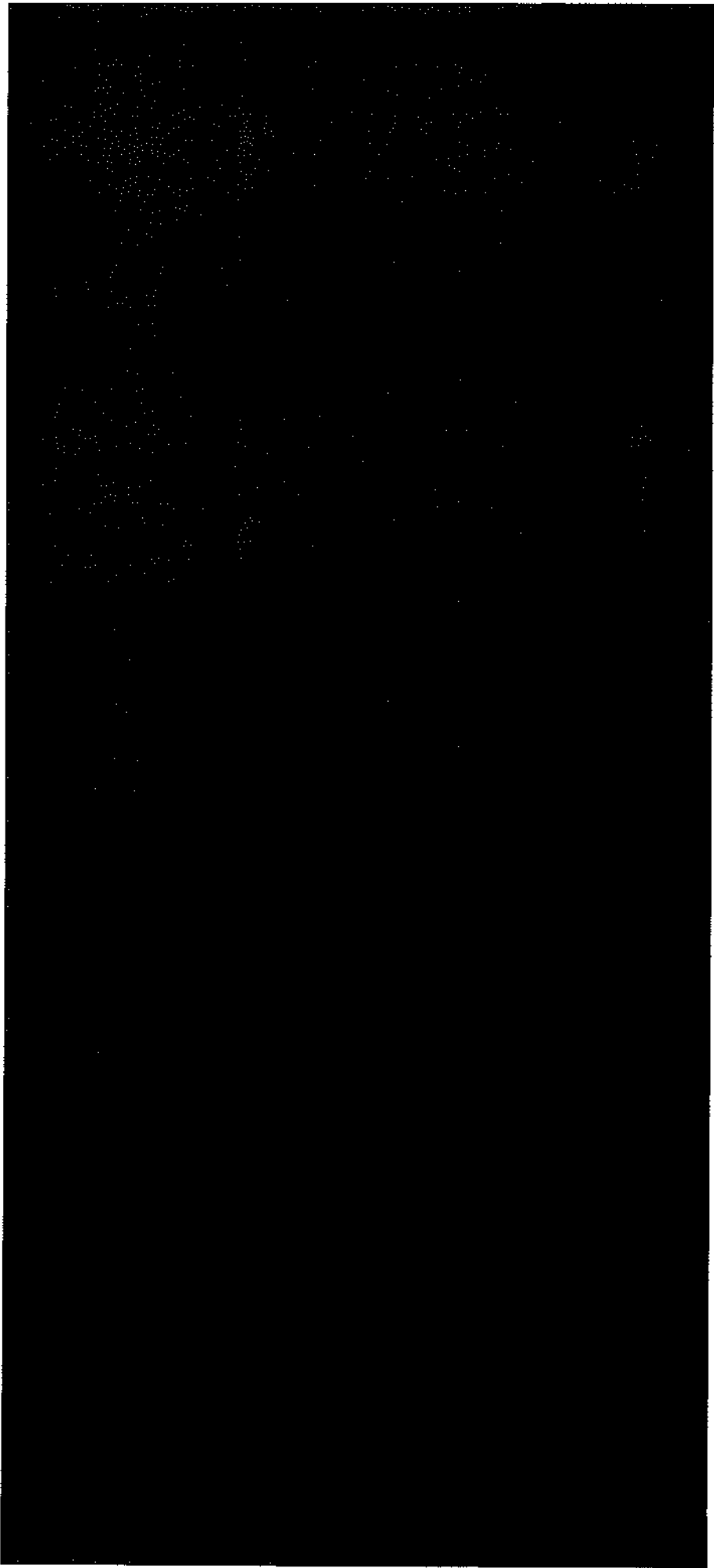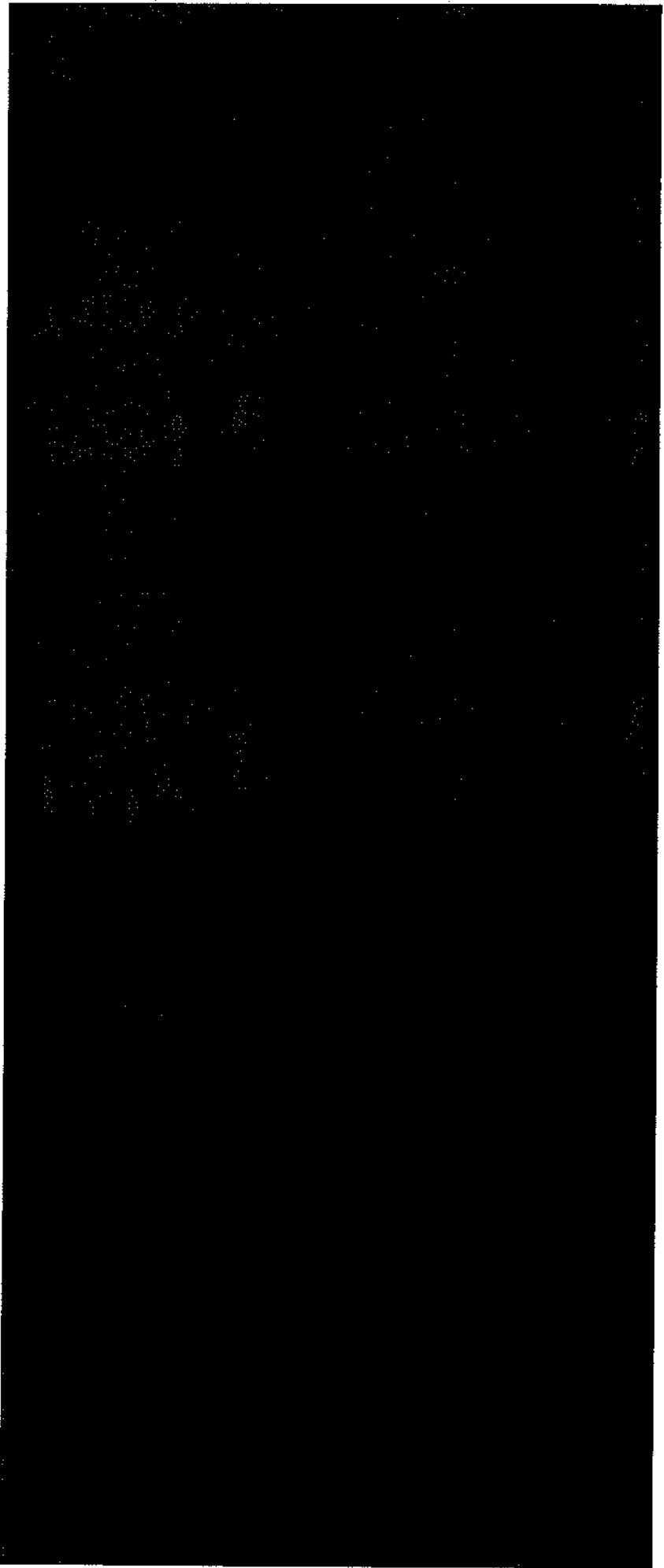
3. Detailed Findings and Recommendations

Listed hereunder are all the key audit findings, implications and recommendations together with a time schedule for the implementation of the recommendations.

Findings	Risk / Potential Implication	Recommendations	Management Comment
3.1 Timeliness of AGS's Ability to Issue Policy [redacted]	[redacted]	[redacted]	**High (S)** **Management Comment:** [redacted] A business case has been submitted and approval in principle has been obtained from the Executive. Approval for 16 additional staff (both Garda members and Garda staff) was granted. A competition for Garda members is currently ongoing. The allocation of additional staff will reduce delays, ensure consistency and maintain the high quality format of policy and procedure documents produced by PGCU. [redacted] **Responsible Person:** Superintendent PGCU **Implementation Date:** 2023 (subject to allocation of resources)

Findings	Risk / Potential Implication	Recommendations	Management Comment
3.6 PGCU Resources			**Medium**
The PGCU is led by a Superintendent who also oversees the Garda Ethics and Culture Bureau. The PGCU currently has a total staff resource of 5.5 individuals with (including the 0.5 of the Superintendent's time) one Sergeant, one Garda, one Administrative Officer, one Executive Officer and one Clerical Officer. In July 2021, Deputy Commissioner Strategy, Governance and Performance approved an increase to 16 staff members in PGCU, to include a full-time Superintendent.			**Responsible Person:** Superintendent PGCU **Implementation Date:** 2023 (subject to allocation of resources)