



## FOI Publication Scheme

### Introduction

Section 8 of the Freedom of Information Act requires FOI bodies to prepare and publish a scheme concerning the type of information held by the body. This scheme was most recently updated in July 2022, and will be updated again no later than July 2025.

#### 1. Information about the Department of Justice

The Department of Justice works to advance community and national security, promote justice and equality and safeguard human rights, to achieve our vision of a safe, fair and inclusive Ireland.

This section includes:

- Information on the structure of the Department
- Information on our Ministers
- The assignment of responsibilities to senior managers within the Department
- Statements of Strategy
- Annual Reports

Information on the structure of the Department can be found at:

[https://www.justice.ie/en/JELR/Pages/About Us](https://www.justice.ie/en/JELR/Pages/About%20Us)

Information on our Ministers can be found at:

[https://www.justice.ie/en/JELR/Pages/About Us](https://www.justice.ie/en/JELR/Pages/About%20Us)

The assignment of responsibilities to senior managers within the Department under the Public Service Management Act 1997 can be found at:

<https://whodoeswhat.gov.ie/root/justice/>

[Annual Reports - The Department of Justice](#)

[Department of Justice Strategy Statements](#)

#### 2. Functions and Services provided by the Department

The Department's vision of working for a safe, fair and inclusive Ireland carries with it enormous responsibility, but also a great sense of purpose and pride in

(November 2022)

the contribution that our organisation makes to the delivery of a just and democratic society.

This section includes:

- The functions of the Department of Justice
- Details of the agencies and bodies under the aegis of the Department
- Links to the services provided by the Department and the agencies and bodies in the justice sector

We have lead responsibility for public policy in respect of the security of the State and public safety, including the prevention and detection of crime, the administration of justice, the management of inward migration and international protection processes, the provision of important regulatory services and ongoing reform of civil and criminal law.

The Department directly employs over 2,700 staff with 29 organisations operating under our aegis. The Department also has an international reach, with almost 40 officers posted in 11 Irish embassies and missions across 4 continents, working on a broad range of European and international justice matters.

The Department's budget is €499 million for 2022 with funding for the Justice Group of votes (Department, An Garda Síochána, Prison Service, Courts Service, Policing Authority and the Data Protection Commission) totalling over €3.15 billion in 2022.

The functions of the Department are set-out here:

<https://www.gov.ie/en/policy/82c59-justice/#>

Details of the agencies and bodies under the aegis of the Department are available here:

[Department of Justice Agencies & Statutory Bodies](#)

The services provided by the Department and the agencies and bodies in the justice sector are available at this link:

<https://www.gov.ie/en/category/justice/>

### **3. Decision making procedures**

This section includes:

- How we consult with the public on major policy proposals
- Structured engagement in place with civic society
- Publication of reports, research papers and evaluations
- Links to minutes of meetings of the Management Board

## **Public consultation exercises**

The Department values feedback from its stakeholders and the public. Accordingly, when formulating major policy proposals, the Department publishes on its website calls for expressions of interest and requests for participation in consultation processes on specific work undertaken by the Department.

### [Consultations - The Department of Justice](#)

## **Structured engagement with civic society**

The Department engages regularly with civil society bodies. There are a number of structured engagements which involve members of the Management Board of the Department, and each of these operates in line with the Transparency Code in place under the Regulation of Lobbying Act, with membership, terms of reference and meetings of these groups publicly available. These are:

- Immigration NGO Forum
- Victims Forum

## **Publication of reports, research papers and evaluations**

The Department regularly publishes reports, papers, evaluations of programmes and facts and analyses provided for consideration, which are relevant and important to framing major policy proposals and decisions. These are available on the Publications section of the Department's website.

### [Publications - The Department of Justice](#)

## **Decision Making Process of Department – Role of Department's Management Board**

In the context of the vision and mission set out in the Department's Statement of Strategy, the Department's Management Board is a collegiate body established to ensure the Department is managed as a corporate entity, and that decisions on key policy, strategic and management issues are taken collectively before submission, as appropriate, for consideration at a political level or otherwise implemented.

## **4. Financial Information**

The Financial Shared Services (FSS) Centre which is part of the Department of Justice is located in Killarney, Co. Kerry. It has adopted the shared services business model to develop its financial systems and business processes.

The Department also has a financial management unit located in Dublin which provides financial support to the Justice Vote and the agencies attached to that vote.

It also has an Internal Audit Unit which supports the Secretary General in her role as accounting officer for the Justice and Prisons votes.

[Prompt Payment Returns - The Department of Justice](#)

[Purchase Orders Issued over €20,000 in value - The Department of Justice](#)

[2020 Appropriation Accounts - Vote 24](#)

[Revised Estimates](#)

## **Procurement**

Procurement in the Department is currently a devolved function with assistance and support provided from a central Procurement Unit as necessary. Individual sections or budget holders are responsible for ensuring their sourcing requirements are met, while operating to best procurement practice and compliance with relevant legislative, regulatory and policy requirements.

All purchasing of goods and services must be subject to a competitive process, except in certain exceptional circumstances in line with [Public Procurement Guidelines](#).

In accordance with Government Policy, all public bodies utilise the services of and promote the use of Framework Agreements put in place by the Office of Government Procurement or other Central Purchasing Bodies in the Local Authority, Health, Education Procurement Service and Defence Sectors.

The Department is a client of the Office of Government Procurement which sources the vast bulk of our goods and services and the Education Procurement Service which sources our laboratory goods and services. The Department and the central purchasing bodies publish its pre-tender, tender and award notices on [www.etenders.gov.ie](http://www.etenders.gov.ie).

<https://www.justice.ie/en/JELR/Pages/Procurement>

## **5. Information Requested Routinely**

This section sets out information which is regularly/routinely sought from the Department, by way of request under the FOI Act or via other channels. It includes:

- Speeches made by our Ministers
- Ministerial diaries
- Ministerial foreign travel details
- Secretary General diary
- Details of non-personal FOI requests

[Speeches made by the Minister for Justice](#)

[Ministerial Diaries - The Department of Justice](#) (quarterly in arrears)

[Diary of Secretary General - The Department of Justice](#) (quarterly in arrears)

[Non-personal FOI Requests - The Department of Justice](#) (biannually in arrears)

[Ministerial Brief \(June 2021\)](#)

## **6. Corporate Publications**

This section includes details of a number of corporate policies and publications:

[Corporate Governance Framework](#)

[Department of Justice and Equality Protected Disclosures Policy \(March 2015\) - The Department of Justice](#)

[Protected Disclosures Annual Report 2021 - The Department of Justice](#)

[Department of Justice Data Protection Policy](#)

[Customer Service Charter \(including complaints procedure\)](#)

[Data Protection Privacy Notice](#)

[Department of Justice Resource Efficiency Action Plan](#)

[Official Languages Act - The Department of Justice](#) [An Ghaeilge - The Department of Justice](#)

[Our Public Sector Equality and Human Rights Duty](#)

[Regulation of Lobbying Act 2015](#)

## **7. Open Data**

[https://www.justice.ie/en/JELR/Pages/Open\\_Data](https://www.justice.ie/en/JELR/Pages/Open_Data)