



Senior Management Team Meeting Outputs – 18 January 2022

Attendees: Jacqui Durkin, Chief Inspector (JD)
James Corrigan, Deputy Chief Inspector (JC)
Meloney McVeigh, Business & Communications Manager (MMcV)
Maureen Erne, Inspector (ME)
Joanne Jamison, FSD (JJ)
Linda Boal, CSO (LB)

1.0 Minutes

- Minutes of the previous meeting were agreed and signed by JD.

2.0 Matters arising and the status of actions from previous management reviews in dealing with risks and opportunities - **ISO Clause 9.3.2 (a)**

- Pt 3 ongoing. Points 4 and 7 actioned.

3.0 Finance and Audit - and information on the performance of external providers. **ISO Clause 9.3.2 (c)**

JJ distributed papers in advance of the meeting. The SMT noted the accounts which were reviewed and agreed.

Resource funding – October 2021 position (based on October profiling)

- The final budget allocation for 2021-22 was confirmed on 14 April 2021 as Cash Resource budget for 2021-22 £1,127k (flat cash) and Non Cash Resource budget (depreciation) 2021-22 £6k.
- CJI commenced the 2021-22 financial year with a cash resource pressure of £87k which was revised down to £76k in the October monitoring round.
- The current position against forecasted figures are as follows:
 - Staff spend against forecast to date indicates an underspend of £9k;
 - Non Staff spend against forecast to date indicates an underspend of £1k;
 - Non cash resource spend against forecast indicates an underspend of £1K but is on target for year-end;
 - Capital - no bid was submitted in the 2021-22 financial year.
- The budget allocations have been confirmed by Strategic Resources Committee (SRC) and notified on 23 December 2021 however the Executive have still to agree January monitoring. CJI's allocation has been confirmed as £1,155k (£1,167k - £12k easement advised). Re-profiling to be submitted by 19 January 2022.
- SMT agreed the impact of the draft budget for CJI in 2022-23 and subsequent years is likely to significantly reduce capacity to undertake the projected inspection programme. CJI will respond to the DoF consultation, provide a written submission to the Justice Committee and write to the PS of DoJ.
- **Action: JC**
- The Futures Exercise for 2022-23 to 2024-25 was submitted to FSD on 18 August advising of the steps required by CJI to remain within a baseline budget of £1,127K and the further steps required to apply a 2% cut in 2022-23, a 4% cut in 2023-24 and



an 8% cut in 2024-25. No further update has been received.

- The Capital Information Gathering Exercise was submitted to FSD on 26 August advising of capital required for 2022-23 to 2031-32 to refresh the mobile phones and additional funding required for the development of a new website in 2022-23. A Capital refresh exercise was submitted to FSD and Sponsor Department on 12 January 2022.
- JC, MMcV and JJ will meet to discuss the remainder of this year's budget.
- Options for the CJI website replacement will be discussed with possible external assistance to draft the business case. The replacement will become necessary as the current software will shortly become unsupported.

4.0 Staff and Resource

- The business cases to recruit a full time Inspector and to obtain external expertise to conduct the recruitment competition are being prepared.

5.0 Business Manager Update including the effectiveness of actions taken to address risks and opportunities for improvement **ISO Clause 9.3.2 (e&f)**

- MMcV is sourcing BOX software for the secure sharing of documents related to inspection work.
- The Secure File Transfer Protocol used for the ISO surveillance audit in 2021 has been arranged.
- The NICS, SCS and Inspectors Pay remits have been approved and will be paid in the January salaries.

6.0 Media & Communications including changes in external and internal issues that are relevant to the quality management system; customer feedback received since last meeting **ISO Clause 9.3.2 (b)**

- The Magilligan prison and NIPS Care and Supervision Units reports have been sent to the Minister of Justice for permission to publish and permission to publish the Magilligan report has been received.
- Both reports and associated documents are well progressed for publication.

7.0 Effectiveness of the Quality Management System

- The monthly report was presented by JC which reported on two internal audits of the HR and Documents and Records processes. There was one area for improvement identified in the audits and no non-conformances.
- JC will appoint someone to review the CJI Documents and Records policy.
Action: JC
- The resource and financial implications of current process ownership and audit arrangements required for retaining ISO accreditation will be reviewed and discussed by SMT.
Action: JC
- The ISO surveillance audit is scheduled to take place remotely in January 2022.

8.0 CJI Sustainability and Recovery Plan

- There were no changes to the Sustainability and Recovery Plan. Staff will continue with the existing arrangements pending any new guidance from the NI Executive, which is likely to be an easing of restrictions.



9.0 Inspection Programme - ISO Clause 9.1.3 (c)

- The inspection programme was discussed in detail at the Inspector's meeting on Monday.
- The majority of fieldwork is being carried out remotely.

10.0 AOB

- MMCV advised that the external audit process is due to commence.
- JD has received a response from the investigating organisation about the anonymous whistleblowing letter. She will update the CJI Audit and Risk Committee meeting tomorrow.
- New Independent Member to attend CJI Audit and Risk Committee tomorrow.

Jacqui Durkin

16 March 2022

Date

Next meeting – Tuesday 15 February 2022 at 10:00am
Inspector attending – Muireann Bohill