

Senior Management Team Meeting Outputs – 15 December 2020

Attendees: Jacqui Durkin, Chief Inspector (JD)
James Corrigan, Deputy Chief Inspector (JC)
Meloney McVeigh, Business & Communications Manager (MMcV)
Joanne Jamison, FSD (JJ)
Roisin Devlin, Inspector (RD)
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)**

- Noted.

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 2020 position

Cash resource budgets – based upon October monitoring Profile 2020-21.

- 2020-21 Unringfenced Resource DEL - £1,127k.
- Staff spend against budget shows a £5k underspend; Non Staff spend against budget has a £1k underspend.
- Non cash resource spend (depreciation) on target.
- 2020-21 – Capital budget £18k. Capital spend against budget shows a £4K overspend. This will be reviewed once the i3 Digital invoice is processed.
- JJ will review the budget for potential easements.

Action: JJ

- JJ will update JC regarding the purchase of office chairs.

Action: JJ

- JJ will prepare a refresh of the capital spend to date which is required by 8 January 2021 and will be agreed with JC and MMcV.

Action: JJ

- The nine-month accounts are being prepared.
- JJ is preparing a checklist which will be shared at the next meeting. The SMT can then decide if the Primary Statements are also required to be submitted at each meeting.

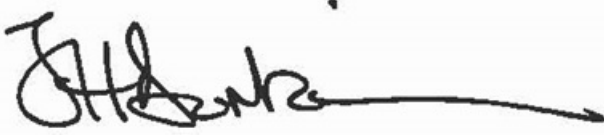
Action: JJ

- JD asked if there was any indication on next year's budget and JJ confirmed no information has been received as yet.
- JD pointed to the extra funding required to cover inspector salaries and additional work relating to Ministerial request on CSUs. CJI will also need to include payment for new non-executive members of the A&RAC. The preference would be that this recurring expenditure is included in the baseline.

4.0 Staff and Resource

- JC advised that one part-time Inspector will continue working full-time hours and another will continue to work an additional day until the end of the financial year.

- 5.0 Business Manager Update** including the effectiveness of actions taken to address risks and opportunities and opportunities for improvement **ISO Clause 9.3.2 (e&f)**
- The pay remits for the NICS and SCS equivalent staff are to be paid in the December salary.
 - The pay remit for the Inspector's pay is now with DoF.
 - JJ and MMcV have scheduled a planning meeting to prepare for the 2020-21 audit.
- 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 weekly Communication meetings continue.
 - The Probation Practice inspection report was published on 10 December with good media coverage.
 - The Annual Report and Accounts for 2019-20 were published on 12 November.
- 7.0 Inspection Programme - ISO Clause 9.1.3 (c)**
- The inspection programme was discussed and will be reviewed in detail at the general staff meeting tomorrow.
 - The draft Inspection Programme for 2021-23 will be discussed at the Inspector's meeting in January.
- 8.0 AOB**
- The web accessibility project work is ongoing and the statement on the website will be updated to reflect the current position.



Jacqui Durkin

19 January 2021

Date

Next meeting –Tuesday 19 January 2021 at 10:00am
Inspector attending – Maureen Erne