

Senior Management Team Meeting Outputs – 11 March 2020

Attendees: Jacqui Durkin, Chief Inspector (JD)
James Corrigan, Deputy Chief Inspector (JC)
Meloney McVeigh, Business & Communications Manager (MMcV)
Ian Cameron, Inspector (IC)
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)**

- 4.0 JJ will provide turnaround times.

Action: JJ

- All other points actioned.

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

- JJ distributed the papers based on the January 2020 monitoring profile.
- The budget shows staff spend against budget unfavourable year to date £5K with non-staff spend unfavourable year to date £6K.
- Non cash resource budget favourable £1K (depreciation) leaving a small underspend of £1K at end of the financial year.
- The capital budget allocation for 2019-20 is on target.
- A review of spend against budget indicates CJI are on target to utilise the remaining budget to end of the year, and this will be closely monitored throughout March.
- There has been no further update on future financial planning, information gathering exercises or the IFRS 16 Lease Reclassification exercises.

4.0 Staff and Resource

- The Business Case for Inspector recruitment has been approved and MMcV is working on the advertisement and candidate pack.
- The advertisement will be in the local press on 19 and 20 March with a closing date of Friday 17 April. Shortlisting is planned to take place w/c 27 April. Interviews are scheduled for w/c 18 May. Mairead McCafferty, Independent Member of the CJI Audit and Risk Assurance Committee, will sit as the independent member on the interview panel. Interviews will be held in CJI offices.
- Contingency planning in relation to coronavirus was discussed and JC will issue an email to staff.
Action: JC.
- JD asked that a Business Case be prepared in relation to the request for additional funding for staff.
Action: JC/MMcV.

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)**

- Work is underway on the Corporate and Business Plan with publication planned for 20 May.
- The Corporate and Business Plan will be launched at an event in the Long Gallery, Parliament Buildings with the Justice Minister as the key note speaker.
- MMcV has provided the draft text to JC and JD for their comments.
- The final part of the plan around business targets and the inspection programme is yet to be completed. This will require a discussion with the team.

Action: LB to schedule a meeting.

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 Base 2 inspection report was published 11 March with limited media coverage.
- The Driving Change follow-up review is scheduled for publication 19 March 2020.
- The PSNI/OPONI Disclosure report is with the Minister for permission to publish.

7.0 Effectiveness of the QMS

- JC shared the monthly report which contained details of two internal audits carried out during the reporting period which were for the areas of Financial Management and the Full Inspection process.
- The Financial Management audit found no non-conformances or areas for improvement.
- The Full Inspection audit identified two non-conformances and three areas for improvement. Both non-conformances have been addressed. AFI 131/03 will be actioned by LB. AFI 131/04 will be actioned by the CI & DCI when the agency Protocols are being renewed. JC will speak with TMcG in relation to AFI 131/05 and ensure a draft process is brought to the GSM on 26 May for discussion and agreement by the team.

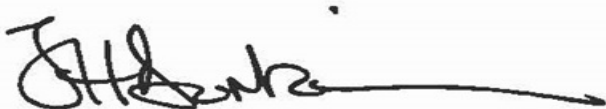
Action: JC & TMcG

8.0 Inspection Programme - ISO Clause 9.1.3 (c)

- The inspection programme was discussed with no major issues to address.

9.0 AOB

- JD has met with RQIA and agreed to review the Memorandum of Understanding between RQIA and CJI.
- JD met with Sir Tom Winsor HMICFRS and has shared their inspection programme for consultation.



13/05/2020

Jacqui Durkin

Date

Next meeting –22 April 2020 at 10:00am
Inspector attending – David MacAnulty