

Senior Management Team Meeting Outputs – 15 September 2020

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

- 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.

Resource funding – August 2020 position

Cash Resource budgets – based upon **June Monitoring Profile 2020-21**

- 2020-21 Unringfenced Resource DEL - £1,127k.
- Staff spend against budget has a £5k underspend; Non Staff spend against budget has a £3k underspend.
- Non cash resource spend (depreciation) on target.
- 2020-21 - Capital budget £18k.
- Capital spend against budget on target.

October monitoring

- The October monitoring round was commissioned on 5 August and was submitted to FSD on target.

Future Financial Planning – Information Gathering Exercise

- Scenario planning from 2020-21 and 'horizon scanning' options beyond 2022-23, outlining how investment in new ways of working could impact on future costs and savings, submitted in line with Department deadline.
- Capital requirements for 2020-21 to 2025-30, submitted in line with Department deadline.
- This exercise has now been superseded by the Spending Review commissioned on 7 August 2020.

Spending Review - three year resource and 10 year capital

- A three year resource and 10 year capital spending review was commissioned by the Department on 7 August 2020. The timeline is subject to review once the DoF exercise has been commissioned to ensure DoF deadlines can be met.
- Work is progressing on both internal and external audits.

4.0 Staff and Resource

- The two new Inspectors will commence employment on Thursday 1 October and plans are now underway to ensure the necessary resources are in place.
- JC will tailor the induction process to take account of the current working practices.
- JD asked that support staff be available in the office on Thursday 1 October to ensure a smooth start.

Action: JC

- There are currently two Inspectors on long term sick leave.
- JC suggested that staff could borrow existing office chairs if required for working from home and JJ confirmed there was sufficient capital budget to replace the office chairs as planned and these should be sourced as soon as possible. JD stated the need to be mindful that the location and disposal of assets is documented correctly for audit purposes.

Action: JC/MMcV

- JJ will distribute the Asset Register for updating and to clearly indicate any equipment which is being used by staff working from home.

Action: JJ

- MMcV asked JC to speak with the new Inspectors to ensure their pension arrangements are updated to reflect their change in employment.

Action: JC

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)**

- MMcV and JJ continue to address external audit queries.
- MMcV is progressing the financial support internal 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)**

- Permission to publish the Police Custody report has been received. The press release and infographics have been drafted and the Key Facts document is with RQIA for agreement. The report is being designed with publication planned for end of September.
- The Modern Slavery and Human Trafficking report has been submitted for permission to publish. The report has also been sent for design and publication is planned for Thursday 15 October.
- The Annual Report and Accounts is awaiting final sign-off by the NIAO.
- JD has received positive feedback from the Garda Inspectorate on the 'Report on a Page' document and from the Prisoner Ombudsman on the new look Corporate and Business Plan.

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.
- Inspection allocation needs to be reviewed. JD and JC will meet to discuss.

Action: JD & JC

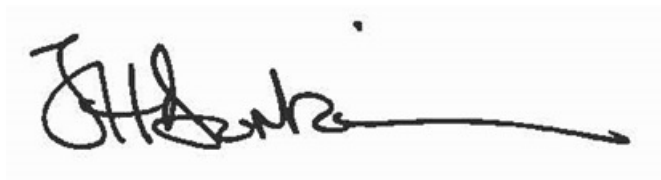
8.0 AOB

- MMcV and JC attended the sponsorship meeting with the DoJ on 10 September. The new Partnership Agreement format will be shared for discussion once it is available.
- JD asked that the readout from the quarterly sponsorship meetings be brought to the following SMT meeting and shared with the team. MMcV will share the outputs once

they are available.

Action: MMcV

- JD has issued a reply to the DoJ on the Business Impact of Covid 19.
- SW has re-arranged the desks in the Inspectors office so that each member of staff can sit at their own workstation when working in the office, while safely maintaining the two metre social distance required. The maximum capacity of the office will remain at five and staff are reminded to book in using the 'CJI Inspectors Office' shared calendar.



13 October 2020

Jacqui Durkin

Date

Next meeting –Tuesday 13 October 2020 at 10:00am
Inspector attending – Roisin Devlin