

## Senior Management Team Meeting Outputs – 10 November 2020

**Attendees:** Jacqui Durkin, Chief Inspector (JD)  
James Corrigan, Deputy Chief Inspector (JC)  
Meloney McVeigh, Business & Communications Manager (MMcV)  
Joanne Jamison, FSD (JJ)  
David MacAnulty, Inspector (DMacA)  
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. JJ to discuss SMT meeting dates with LB to enable end of month accounts to be available.
- Pay remits are now with FSD.

### 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 – October 2020 position**

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

- 2020-21 Unringfenced Resource DEL - £1,127k.
- Staff spend against budget has a £6k underspend; Non Staff spend against budget has a £4k underspend. The staff underspend relates to the timing of the recent Inspector recruitment exercise.
- Non cash resource spend (depreciation) on target.
- 2020-21 – Capital budget £18k. Capital spend against budget on target.
- The January monitoring return was submitted to Sponsor on 23 October.
- The spending review for three year resource and 10 year capital has been submitted.
- There were no queries from Deloitte regarding the Lease Reclassification exercise.

### 4.0 Staff and Resource

- JC asked JJ to confirm there was sufficient budget to continue with additional hours being worked by Inspectors until the end of the year and JJ confirmed this was affordable.

### 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 advised that the Annual Report and Accounts have been signed by the Comptroller and Auditor General with a clean audit certificate. The Report has been sent to the DoJ to submit to the Minister. Publication is planned for 12 November 2020.

### 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)**

- A weekly Communication meeting has been established to aid publication planning. The Lead Inspector will be invited to attend prior to the publication of their report to

discuss handling. A shared calendar (Comms Planning) is available to all staff which shows planned publication activity.

- Responses are being drafted for the Domestic Abuse Act and Consent to serious harm for sexual gratification: Not a defence and Woodlands and Lakewood repurposing consultations.
- Publication of the Business Crime FuR is planned for 23 November, with the PBNI report planned for 7 December.
- JD said it was important everyone identified opportunities for Twitter activity.

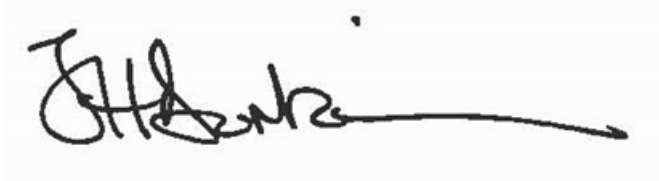
**Action: All staff**

#### **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.
- A Ministerial Request is anticipated relating to Care and Supervision Units.
- JC will be meeting with the DoJ to discuss Restorative Justice Schemes.

#### **8.0 AOB**

- JD raised the recent email from Premises regarding access to the building after 6pm, this will be discussed at the team meeting tomorrow.



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**Jacqui Durkin**

15 December 2020  
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**Date**

Next meeting –Tuesday 15 December 2020 at 10:00am  
Inspector attending – Roisin Devlin