

Our ref: FOI 161013/028

8 November 2013



Dear [REDACTED]

Request for information under the Freedom of Information Act in respect of the governance and budgetary implications of policy changes in 2013

Thank you for your Freedom of Information request submitted via email to Criminal Justice Inspection Northern Ireland (CJI) on 16 October 2013 in accordance with Section 8 of the Freedom of Information Act 2000.

Our understanding of the information requested is as follows:

- What changes in the budget (decrease or increase) of your organisation have there been in 2013, in sterling, as well as the percentage of the increase or decrease in budget. Please include changes that are anticipated to be made in the remainder of 2013.
- What changes in mandate or powers, ICC accreditation requests submitted, institutional (structural) changes, budget/staffing cuts have occurred in your organisation in 2013/are anticipated to occur in the remainder of 2013.
- Who decides on the budget of your organisation (that is, who is the budgetary authority): parliament and/or government or any other body?
- Briefly describe the different stages of the budget approval procedure – from the initial proposal to the final budget – highlighting which actors are involved and how so. Also specify the extent to which, if at all, your organisation is itself involved in the process.

- What are the criteria for appointment (for example: minimum work experience, qualifications, citizenship, age limitation, conflict of interest limitation, etc.) of the head (for example, director, president, ombudsman, etc.) of your organisation?
- Briefly describe the process through which the head of your organisation is appointed (for example, who is the appointing/nominating authority, etc.).
- Is the head of your organisation supported by another governing body, such as a management board, committee, commission, etc.?
- Where such a governing body exists, provide information on existing criteria, if any, for appointment of member(s) of this body (for example, minimum experience, qualifications, citizenship, age limitation, conflict of interest limitation, etc.).
- Where such a governing body exists, briefly describe the process through which member(s) of this body is/are appointed, for example, who is the appointing/nominating authority, etc.
- Is your organisation in any way attached to the executive branch (for example, is part of a Ministry), including as regards its premises?

In answer to your request for information, I can inform you that information relating to the above request is being released and our replies can be found below.

Query 1

During the 2013-14 financial year, CJI has experienced a decrease in its budget. This equated to a 9.7% (£134,000) decrease at the start of the current financial year compared to the closing budget for the 2012-13 financial year.

Query 2

No changes in mandate or powers; ICC accreditation request submitted - N/A; institutional/structural changes.

Regarding staffing cuts - one Inspector post has been suppressed for the remainder of the 2013-14 financial year.

Regarding budget cuts - as outlined at Query 1.

Query 3

The annual budget for CJI is set by its sponsor department – the Department of Justice (DoJ) in Northern Ireland.

Query 4

Proposed funding budget advised by sponsor division (Criminal Justice Policy & Legislation Division) within the DoJ to Chief Executive of CJI prior to the start of each financial year. CJI Business and Communication Manager in consultation with Finance Manager identifies how funding for incoming year should be allocated taking into account previous year spend and projected spending. Proposed budget is then advised to CJI's sponsor division within the DoJ and reported against by way of quarterly financial returns in year.

Query 5

The head of CJI is the Chief Inspector of Criminal Justice in Northern Ireland. Recruitment for this position is managed by the DoJ, further information on the criteria for appointment should be obtained from directly from the Department.

Query 6

The position of Chief Inspector of Criminal Justice in Northern Ireland is a public appointment made by the Minister of Justice following an openly advertised recruitment competition. Recruitment for this position is managed by the DoJ, therefore further information on the process by which this appointment is made should be obtained from directly from the Department.

Query 7

The Chief Inspector of Criminal Justice in Northern Ireland is supported in their day to day business by the Deputy Chief Inspector/Chief Executive and Accounting Officer of CJI. Further support is provided by the Inspectorate's internal Senior Management Team and by CJI's Audit and Risk Committee. In addition, support and oversight is available through Quarterly Oversight Meetings with CJI's sponsor division within the DoJ.

Query 8

Internal Senior Management Team - membership is drawn from within the Inspectorate and linked to the key roles performed by different individuals, for example finance, communication, inspection to support the work of the organisation.

Audit and Risk Committee - membership of the Committee is made up of two non-executive appointments; representatives from CJI's Internal Audit provider; CJI's External Auditor; a representative from CJI's sponsor division within the DoJ; and representatives of CJI's senior management team including an Inspector, the Business and Communication Manager, Financial Manager, and Deputy Chief Inspector/Chief Executive and Accounting Officer. All members must sign an annual conflict of interest declaration. No age/citizenship limitations are in place.

In respect of the appointment of non-executive appointments, potential members with previous experience of the criminal justice system and its agencies; previous involvement in an audit Committee, corporate governance or non-executive director/board member role are seen as desirable but not essential for appointment. Potential members would also be required to have a good standard of education but academic qualifications would not be a pre-requisite for appointment. Non-executive appointments are made for an initial term of three years maximum period with the option to extend the appointment for a second and

final three year term should the individual's performance, attendance and contribution be satisfactory/beneficial to the corporate governance of the organisation.

With regard to the appointees from CJI's Internal Audit provider; CJI's External Auditor; a representative from CJI's sponsor division within the DOJ the criteria for membership would be determined by their employer taking into account the role and remit of the Audit and Risk Committee.

With regard to the non-CJI personnel attending Quarterly Oversight Meetings, the criteria for membership would be determined by their employer, the DOJ.

Query 9

Internal Senior Management Team - membership is drawn from within the Inspectorate and linked to the key roles performed by different individuals. Each member is appointed to the Senior Management Team by the Chief Executive of CJI.

Audit and Risk Committee - CJI members are appointed to the Senior Management Team by the Chief Executive of CJI and linked to the key roles performed within the Inspectorate.

Non-Executive Members were previously appointed by the Chief Executive of CJI on receipt of an expression of interest and information interview process. This policy has subsequently changed and from 2011, non-executive members will be appointed following an open advertisement seeking applications for the position from individuals who meet the essential criteria, confirm they are able to meet the time commitment required and are successful at interview.

With regard to information on the non-CJI personnel participating in Quarterly Oversight Meetings, the process by which membership is determined would be made by the DOJ.

Query 10

CJI is a non-departmental public body (NDPB) sponsored by the DOJ in Northern Ireland.

I hope this response satisfies your request.

Should the information contained in this letter not satisfy your request for information, you should contact in the first instance CJI's Freedom of Information Officer at Criminal Justice Inspection Northern Ireland, 7th Floor, 14 Great Victoria Street, Belfast, BT2 7BA or email info@cjini.org.

Yours sincerely



JAMES CORRIGAN

Chief Executive