



Senior Management Team Meeting Outputs – 16 November 2021

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

1.0 Minutes

- Minutes of the previous meeting were agreed and signed by JC.

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. The SMT noted the accounts which were reviewed and agreed.

Resource funding – October 2021 position (based on June profiling)

- The final budget allocation for 2021-22 was confirmed on 14 April as Cash Resource budget for 2021-22 £1,127k (flat cash) and Non Cash Resource budget (depreciation) 2021-22 £6k.
- CJI commenced the 2021-22 financial year with a cash resource pressure of £87k which was revised down to £76k in the October monitoring round.
- The current position against forecasted figures are as follows:
 - Staff spend against forecast to date indicates an underspend of £8k which will balance out when the October profiling is submitted;
 - Non Staff spend against forecast to date indicates an underspend of £7k;
 - Non cash resource spend against forecast is on target;
 - Capital - no bid was submitted in the 2021-22 financial year.
- The October monitoring results advised an increase of £40K to the CJI budget which involved a transfer of £40K from DoJ Sponsor Branch.
- The re-profiling exercise has been commissioned and is due to be submitted to Sponsor Department by 19 November 2021. The underspend detailed above will be resolved when the new profiling has been applied.
- The January monitoring exercise was submitted on 2 November advising that CJI are now able to fund all current year pressures and have an easement of £12.5K due to the retirement of a full time Inspector.
- The Futures Exercise for 2022-23 to 2024-25 was submitted to FSD on 18 August advising of the steps required by CJI to remain within a baseline budget of £1,127K and the further steps required to apply a 2% cut in 2022-23, a 4% cut in 2023-24 and an 8% cut in 2024-25. No further update has been received.



- The Capital Information Gathering Exercise was submitted to FSD on 26 August advising of capital required for 2022-23 to 2031-32 to refresh the mobile phones and additional funding required for the development of a new website in 2022-23. No further update has been received.

4.0 Staff and Resource

- JC advised there were no points for discussion.

5.0 Business Manager Update including the effectiveness of actions taken to address risks and opportunities for improvement **ISO Clause 9.3.2 (e&f)**

- MMcV advised the pay remit query from FSD has been responded to. The pay remits are still with FSD for approval and will then pass to DoJ Sponsor Branch for their approval.
- MMcV is completing a Health and Safety return for the CJI premises.
- MMcV will issue a reminder to staff regarding on-line health and safety training modules.

Action: MMcV

- MMcV and JC attended the quarterly Sponsorship meeting where a review of CJI was suggested.

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 Females in Conflict with the Law inspection was published on 9 November with good media coverage.
- The inspections of Magilligan prison and the NIPS Care and Supervision units are currently out for factual accuracy checks prior to being prepared for publication.

7.0 Effectiveness of the Quality Management System

- The monthly report was presented by JC which reported on one internal audit of the Supplier, Asset and resource Management process. There was one area for improvement identified in the audit and no non-conformances.
- The first two stages of the Full Inspection process were reviewed during the month and the final stage will be reviewed before end of January.
- A number of outstanding AFIs were discussed with actions agreed.

8.0 CJI Sustainability and Recovery Plan

- A Risk Assessment template has been added to the Sustainability and Recovery Plan for use when organising an event.
- Staff are reminded to take lateral flow tests prior to attending meetings or group gatherings.

Action: All staff

9.0 Inspection Programme - ISO Clause 9.1.3 (c)

- The inspection programme will be discussed at the Inspector's meeting.



10.0 AOB

- JJ will complete a verification of fixed assets exercise and a review of the disposal process for fixed assets before the end of the year.
- MMcV will contact External Audit to schedule a preplanning meeting.
- JJ advised that the Browsealoud software contract is due to expire early next year.

Jacqui Durkin

Date

Next meeting – Tuesday 21 December 2021 at 10:00am
Inspector attending – Stevie Wilson