

## Senior Management Team Meeting Outputs – 25 August 2020

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

### 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.

#### June monitoring revised position

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

- 2020-21 Unringfenced Resource DEL - £1,127k.
- Staff spend against budget has a £2.4k underspend; Non Staff spend against budget has a £6.3k 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 with the final return due to FSD on 21 August. This was forwarded last week.

#### 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- This exercise has now been superseded by the Spending Review commissioned on 7 August 2020.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 with the submission to be completed by Friday 28 August. JC and MMcV are finalising the return.

##### **Action: JC & MMcV**

- Work is still ongoing on the external audit. MMcV will ascertain the current status and advise JD and JC.

##### **Action: MMcV**

#### 4.0 Staff and Resource

- The interviews for Inspector recruitment took place on Thursday 20 and Friday 21 August. The recruitment agency has informed all candidates of the outcome.
- The Business Case for the recruitment of an additional part funding for a second full time Inspector was agreed but with a FSD caveat that the additional money would have to be funded from the current budget. A bid will be included in the three year spending review resource budget profile for the required funding.

#### 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 worked with JJ on the various finance returns to Sponsor Department.
- Additional information was supplied to the CGTP HR & Payroll Project.
- The Annual Report and Accounts are being progressed.

#### 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)**

- MMcV will update the CJI Twitter account regarding the Effective Enforcement inspection.
- The Police Custody and the Modern Slavery and Human Trafficking reports are being prepared for Ministerial submission.
- Following a meeting with HMIP, the response to the PBNI FAC comments on the Probation Practice report is being prepared.
- MMcV will draw up a publication timeline showing the anticipated publication dates for the various reports, report on a page, press release preparation etc for discussion with JD and JC.

**Action: MMcV**

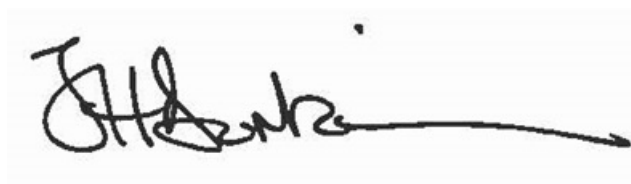
#### 7.0 Inspection Programme - **ISO Clause 9.1.3 (c)**

- The inspection programme will be discussed in detail at the general staff meeting 26 August.
- Inspection work is progressing with limited fieldwork being carried out.
- JD requested an in-year stock take meeting to be arranged in September.

**Action: LB**

#### 8.0 AOB

- There were no further points for discussion.



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**Jacqui Durkin**

15 September 2020  
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**Date**

Next meeting –Tuesday 15 September 2020 at 10:00am  
Inspector attending – Rachel Lindsay