

## Senior Management Team Meeting Outputs – 12 February 2020

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

- MMcV to share draft of publication of Cyber Crime FuR in the CJI news feed.  
**Action: MMcV**
- All other points actioned.

### 3.0 Finance and Audit - and information on the performance of external providers. ISO Clause 9.3.2 (c)

- JJ distributed the papers based on the January 2020 monitoring profile.
- The budget shows staff spend favourable year to date £8K with non-staff spend favourable £17K.
- Non cash resource budget £1K (depreciation) is on target with budget.
- The capital budget allocation for 2019-20 is also on target.
- The Capital requirements 2020-21 to 2025-30 refresh has been revised with a slight increase in request for monies to assist with replacing furniture in the 2020-21 financial year and the addition of the requirement to refresh mobile phones every three years.
- The IFRS 16 Lease Reclassification Exercise has been submitted to Sponsor Department advising that CJI will have no leases requiring capitalisation from 1 April 2020. The assessment has been shared with the External Auditors for their consideration.
- Preparation for year end is well underway and JC will remind all staff to submit T&S and other expenses in a timely way to ensure they are included in the current financial year.  
**Action: JC**

### 4.0 Staff and Resource

- MMcV has spoken with Sponsor Department regarding the current position of the business case for Inspector's salary scale. They advised that this has only arrived with DoF as of 11 February 2020.
- JD asked JJ to obtain a note of the turnaround target times for processing Business Cases.  
**Action: JJ**
- JJ will speak with DoF in relation to the Business Case.  
**Action: JJ**

**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 has been researching other options for the design of the Corporate and Business Plan.
- JD asked for a first draft next week.  
**Action: MMcV**
- The internal Audits of HR and IT Support have been carried out with both receiving 'Satisfactory' ratings.

**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 Base 2 inspection report has been submitted to the Minister for permission to publish.
- The Driving Change follow-up review is being finalised for submission to the Minister of Justice.  
**Action: JC to advise LB in relation to submission of Driving Change FuR.**

**7.0 Effectiveness of the QMS**

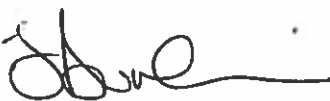
- The SMT reviewed the Management System Recertification Audit Report carried out on 29 January by NQA. The report found no non-conformances or areas for improvement.
- JC thanked all staff for their work in retaining the ISO:9001 accreditation for the CJI quality management system.
- JC commented that the number of last minute changes had put pressure on the Internal Auditors in making sure the system was ready for the audit and reminded all Process Owners to carry out regular maintenance on their areas.  
**Action: All POs**
- JD endorsed JCs thanks to all staff for their work on this.

**8.0 Inspection Programme - ISO Clause 9.1.3 (c)**

- The inspection programme was discussed with no major issues to address.

**9.0 AOB**

- JD referred to the recent consultation requests from the Office of the LCJ in relation to Judicial Complaints and HMCPSI in relation to their Business Plan. Any comments to be forwarded to LB by 14 February. JD feels it is both feasible and valid to respond to such requests on a case by case basis without compromising CJI future inspection work.  
**Action: All**



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**Jacqui Durkin**

11.3.20

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**Date**

Next meeting – 11 March 2020 at 10:00am  
Inspector attending – Ian Cameron