



## Senior Management Team Meeting Outputs – 16 February 2023 10am

- Attendees:** Jacqui Durkin, Chief Inspector (JD)  
James Corrigan, Deputy Chief Inspector (JC)  
Michael Rafferty, FSD (MR)  
Muireann Bohill (MB)  
Linda Boal, CSO (LB)
- Apologies:** Meloney McVeigh, Business & Communications Manager (MMcV)

### 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)**

MR distributed papers in advance of the meeting showing the position as at January 2023.

#### **Resource budget 2022-23**

- The current position against budget based on the opening profiling was reported as:
  - staff indicates an underspend of £13k;
  - non-staff indicates an underspend of £16k;
  - non-cash resource spend (depreciation) against forecast overspend of less than £1k; and
  - There is no under/over spend on capital to date.
- The increase in the underspend is mainly arising from assumptions underpinning how the pay budget profile/allocation has changed from when the profile was set; including an easement due to not being able to secure agency staff support
- CJI have agreed to release £40k back to the Department for reallocation.
- It is expected that the 2023-24 budget will be reduced significantly and that CJI will have to declare an immediate pressure. The website development costs are inescapable and business critical.
- MMcV and MR are working to model the impacts of possible funding reduction scenarios.
- Staff have been asked to submit their broadband and T&S claims as soon as possible to ensure they are included before the year end.
- **Action: All Staff**

### 4.0 Staff and Resource

- The Business Support Staff Officer interviews took place on Monday 13 February. The letters have been sent out and an offer of employment made to the top ranked candidate.
- JC will contact the lead candidate to offer the position and agree terms.
- **Action: JC**



- 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)**
- Work continues to progress the draft Corporate and Business Plan.
  - **Action: MMcV**
  - The draft 2023-24 Inspection Programme and new allocation model has been shared for internal consultation at the Inspector's meeting on 1 March.
- 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)**
- Permission to publish the Leadership and Development inspection was received yesterday. Draft material is being progressed for publication at the end of February.
- 7.0 Effectiveness of the Quality Management System**
- The monthly report was presented by JC.
  - NQA carried out the on-site recertification process audit on 26 January. The conclusion of the audit was Satisfactory with the re-issue of certification recommended. There were no non-conformances or areas for improvement identified.
  - JD and JC thanked DMacA and LB for their work on the audit programme and MMcV for her work with the Auditor during the accreditation visit.
  - The new internal audit programme will commence in April.
- 8.0 Inspection Programme - ISO Clause 9.1.3 (c)**
- The inspection programme was discussed with no major issues to address.
- 9.0 AOB**
- There were no further issues to discuss.

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**Jacqui Durkin**

16 March 2023

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**Date**

Next meeting – Thursday 16 March 2023 at 10:00am  
Inspector attending – Rachel Lindsay