

Senior Management Team Meeting Outputs – 20 April 2021

Attendees: Jacqui Durkin, Chief Inspector (JD)
James Corrigan, Deputy Chief Inspector (JC)
Meloney McVeigh, Business & Communications Manager (MMcV)
Joanne Jamison, FSD (JJ)
David MacAnulty, Inspector (DMacA)
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)

- Covered in the agenda.

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 – March 2021 position

- 2020-21 Unringfenced Resource DEL £1,127k fully utilised in the 2020-21 financial year.
 - Non cash resource spend (depreciation) £6k fully utilised in the 2020-21 financial year.
 - 2020-21 Capital budget £11k fully utilised in the 2020-21 financial year. The original budget allocation was £18k however, an easement of £7k was advised to Sponsor and FSD at the start of March 2021 in respect of replacement desks not taken forward due to the ongoing pandemic.
 - 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 commences the 2021-22 financial year with a cash resource pressure of £87k.
 - The opening profiling and June in-year monitoring round exercise have been commissioned with the opening budget reallocation and June monitoring return due Tuesday 4 May 2021 and opening budget profiling due Friday 14 May 2021.
 - A meeting with Sponsor department will be scheduled for next week to discuss the pressures.
- Action: MMcV**
- The year-end draft accounts were sent to FSD for review and their changes implemented. CJI were unable to accrue the full amount for the prison inspection which will put pressure on the consultancy budget.

4.0 Staff and Resource

- A part-time Inspector has been informed that they will remain on full-time hours for a further three months when it will be reviewed
- Staff end of year appraisals are nearing completion.

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)

- The 2021-22 Business Plan and Inspection Programme was sent to the Minister for

permission to publish and is being designed in preparation for publication at the end of April.

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 Domestic Violence Follow-up Review will be published Wednesday 21 April.
- The draft Annual Report and Accounts has been shared with FSD. Feedback received has been included in the report.

7.0 Effectiveness of the Quality Management System

- A programme of internal audits has been created with audits due to commence later in the year which hopefully can be carried out in the office.

8.0 Inspection Programme - ISO Clause 9.1.3 (c)

- The inspection programme will be discussed at the staff meeting tomorrow.

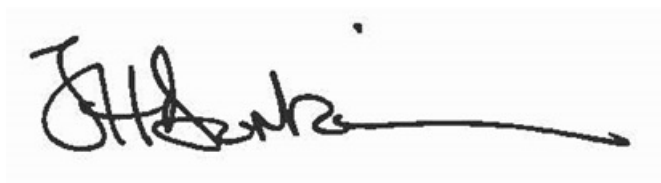
9.0 AOB

- JD asked for the Recovery and Sustainability Plan to be added to the SMT agenda for next month.

Action: LB

- MMcV will progress the Whistleblowing policy and bring to the SMT once it is complete.

Action: MMcV



18 May 2021

Jacqui Durkin

Date

Next meeting –Tuesday 18 May 2021 at 10:00am
Inspector attending – Roisin Devlin