

## Senior Management Team Meeting Outputs – 13 May 2020

**Attendees:** Jacqui Durkin, Chief Inspector (JD)  
James Corrigan, Deputy Chief Inspector (JC)  
Meloney McVeigh, Business & Communications Manager (MMcV)  
Roisin Devlin, Inspector (RD)  
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)**

- 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 which showed the outturn against budget 2019-20 as follows:

- Spend against budget £1,081k giving a small underspend of £5k (0.5%).
- Capital budget £7k. Spend against budget £6k giving a £1k (14%) underspend.
- Non Cash Resource budget £5k.
- Spend against budget £4k giving a £1k (20%) underspend.

The Draft budget for 2020-21 was confirmed on 2 April as follows:

- Cash Resource budget of £1,127k.
- Capital budget of £10k for mobile phone replacement (funding for replacement office furniture £8k not funded).
- Non Cash Resource budget £23k.

Resource funding – April 2020 position

Cash Resource budgets – based upon Opening Budget Profile 2020-21:

- CJI's Draft Budget Allocation confirmed on 2 April 2020 as Unringfenced Resource DEL - £1,127k.
- Staff spend against budget unfavourable year to date £1k; Non Staff spend against budget on target.
- Non Cash Resource budget on target.
- Capital budget on target.

June Monitoring

- June monitoring round was submitted to the Department on 4 May 2020 advising with no easements at this time. Pressure still exists round the £8k not funded for capital.

2020-21 Exercise to Identify Financial Impacts of Covid-19

The above exercise was issued on 7 May requesting the following returns:

- High level narrative of the impacts of Covid-19 to be submitted by 21 May 2020.
- Summary of costs and resulting pressures; options/proposals to manage pressures and easements due to operations that have ceased/reduced to be submitted by 9 June 2020.
- There has been no further update on future financial planning, information gathering exercises or the IFRS 16 Lease Reclassification exercises. The implementation of IFRS 16 has been delayed due to the impact of Covid-19. Revised implementation date from 1 April 2021.
- JD & JC expressed their thanks to JJ on the significant achievement of bringing the budget in on plan.
- JD asked if there was new information regarding the Partnership Agreements and JJ advised she had not received any and suggested this may be discussed at the meeting with Sponsor department next week.
- MMcV had asked Sponsor Department to confirm that the meeting was still proceedings and will raise the issue of the Partnership Agreement then.
- JD asked if there was any further progression on the Inspector pay scale business case and MMcV confirmed she had received a reply from Sponsor Department that FSD had advised it was still with DoF. JD asked that this also be raised at the Sponsor meeting.

**Action: JC / MMcV**

- JJ is waiting for information to be shared from DoF regarding the end of year accounts. JJ and MMcV met with the Auditors and a template of the new draft is due to be received at end of June with fieldwork planned for one week from 29 June.
- JJ is working on the file at the moment which has been reviewed by FSD and will package into an email for distribution.
- MMcV advised that the Annual Report will have a slimmed down narrative but the CI message, Corporate Governance Statement and Remuneration Report will still be required.
- JD raised the question of procurement of PPE for CJI staff. JJ will check with a few contacts to see if CJI can be included in their order with costs transferred.

**Action: JJ.**

#### 4.0 Staff and Resource

- JC advised that the video presentations had now been received by Grafton. They will be reviewed and marked.
  - One part-time Inspector has signalled his intention to retire in the autumn. A Business Case is being prepared to request additional funding to recruit a second full time Inspector.
  - JC has emailed DoJ for clarification on what form the pay remits for the 2019-20 pay increase should take. DoF had suggested there may be a different approach this year. This will be discussed at the meeting with Sponsor Department next week.
  - JD suggested there could be a risk in waiting for a reply causing delay to any potential business case having to be agreed.
  - JC will chase up a reply to his email in advance of the Sponsor meeting next week.
- Action: JC**
- The SMT agreed there will be no change to the remote working arrangement for CJI staff.

**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 Corporate and Business Plan planned launch event has been cancelled in light of the Covid 19 working arrangements. The plan is being progressed for Ministerial submission and publication is still planned for the end of May.
- Work continues on the CJI Recovery Plan.

**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 Prison inspection reports are being progressed for publication in May. The Press Release has been shared and agreed with the Agencies.
- The Child Sexual Exploitation report has been sent to the Minister and permission to publish received. The report has been sent for design. A Fact Sheet has also been designed for publication.
- The CJI Twitter account is also being progressed.

**7.0 Effectiveness of the QMS**

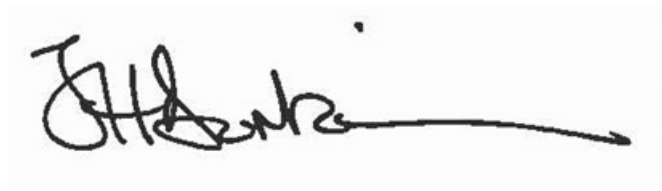
- LB advised that internal audits have been postponed until staff are back in the office. Any necessary changes to processes can still be made as they arise.
- The audit programme will be revised, focusing on areas of potential risk in advance of the January Accreditation visit.

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

- The inspection programme will be discussed at the general staff meeting immediately following this meeting.

**9.0 AOB**

- There were no further points for discussion.



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**Jacqui Durkin**

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**Date**

Next meeting –10 June 2020 at 10:00am  
Inspector attending – Stevie Wilson