

Senior Management Team Meeting Outputs – 21 September 2021

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

- No points for action.

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 – August 2021 position (based on June profiling)

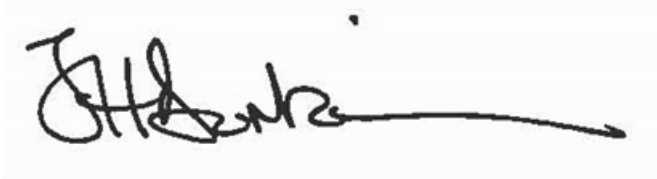
- The final budget allocation for 2021-22 was confirmed on 14 April as Cash Resource budget for 2021-22 £1,127k (flat cash) and Non Cash Resource budget (depreciation) 2021-22 £6k.
- CJI commences the 2021-22 financial year with a cash resource pressure of £87k.
- The current position against forecasted figures are as follows:
 - Staff spend against forecast to date indicates an overspend of £5k;
 - Non Staff spend against forecast to date indicates an underspend of £3k;
 - Non cash resource spend against forecast is on target;
 - Capital - no bid was submitted in the 2021-22 financial year.
- The October monitoring return was submitted to FSD on 18 August advising that CJI has a continuing total pressure of £36k which relates to consultancy and other expenses. The original consultancy pressure was £66K which has been funded by a transfer of £40k from sponsor in this monitoring round leaving a consultancy pressure of £26k.
- The Futures Exercise for 2022-23 to 2024-25 was submitted to FSD on 18 August advising of the steps required by CJI to remain within a baseline budget of £1,127K and the further steps required to apply a 2% cut in 2022-23, a 4% cut in 2023-24 and an 8% cut in 2024-25. No further update has been received.
- The Capital Information Gathering Exercise was submitted to FSD on 26 August advising of capital required for 2022-23 to 2031-32 to refresh the mobile phones and additional funding required for the development of a new website in 2022-23. No further update has been received.

4.0 Staff and Resource

- JC advised of the retirement of a full-time Inspector. One part-time Inspector has moved permanently to full time working.
- JC and JJ will review the budget for possible overtime funding.
- Staff absences were discussed.
- A stocktake day will be planned for all staff and JD will send an email to everyone with details.

Action: JD.

- 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 and JJ are progressing the 2020 and 2021 Pay Remits for submission.
- 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 had distributed the Communication Survey via Ezine and email to stakeholders using the Citizen Space survey tool. Partner organisations have indicated they will share this with their contacts also.
 - A number of inspection reports are being prepared for publication during the September – December quarter and banner images are being sourced.
- 7.0 Effectiveness of the Quality Management System**
- The monthly report was presented by JC which reported on one internal audit of the Financial Management process. There were no areas for improvement or non-conformances identified in the audit.
 - There have been a few changes to Process Owners with Roisin taking the Full Inspection process, Maureen taking Follow-up Reviews and Muireann with take both Corrective and Preventative actions.
 - DMacA will check regarding the date of the accreditation visit next year.
Action: DMacA.
 - A licence for the secure transfer of files would be required if the audit is carried out remotely.
- 8.0 Inspection Programme - ISO Clause 9.1.3 (c)**
- The inspection programme was discussed with no major issues to address.
 - All Inspectors are reminded to keep the Inspection Monitoring Spreadsheet up to date with key dates and updates to assist the planning and information sharing process.
Action: All Inspectors.
- 9.0 CJI Sustainability and Recovery Plan**
- Staff are now returning to the office on a phased basis.
 - Any staff who feels unwell should not come into the office.
 - Lateral flow test kits, sanitiser and face masks are available in the office for use by staff and before on-site fieldwork.
 - All staff are reminded to log office days in advance in their schedules.
Action: All Staff.
- 10.0 AOB**
- JC advised of a request from the Justice Minister for CJI to monitor progress on Part I the Domestic Violence and Civil Proceedings Act. Indicative additional budget requirements have been discussed with a DoJ official and a Lead inspector identified.
 - The NIAO are carrying out an inspection on adult reoffending and will meet with CJI to source information to inform their inspection.



Jacqui Durkin

19 October 2021

Date

Next meeting – Tuesday 19 October 2021 at 10:00am
Inspector attending – Rachel Lindsay