



Senior Management Team Meeting Outputs – 19 May 2022

- Attendees:** Jacqui Durkin, Chief Inspector (JD)
James Corrigan, Deputy Chief Inspector (JC)
Rachel Lindsay, Inspector (RL)
Joanne Jamison, FSD (JJ)
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)**

- All 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.

JJ advised she will be moving on to work on a new project and another member of the FSD team will take over responsibility for the CJI accounts. The CJI Management Team wished her well in the new role and expressed their thanks for her contribution to CJI over the years.

Resource Budget 2022-23

- Sponsor Department has advised in the absence of an Executive, a Budget for 2022-23 cannot be agreed, however a Resource Contingency Planning Envelope of £1,127k (based on CJI's 2021-22 opening Budget) has been confirmed.
- The communication from the Department emphasises the need to live within the opening 2022-23 baseline including meeting pay pressures, making reductions where necessary, with the impact of the reductions to be discussed with the Departmental Senior Sponsor prior to final decisions being taken.

Capital Budget 2022-23

- Sponsor Department has confirmed that CJI have a Capital Contingency Planning Envelope of £52k. The original bid was for £61k (£60 for the replacement website and £1k to replace mobile phones).
- There is no further update on the Futures Exercise for 2022-23 to 2024-25.
- There have been a few minor queries from the Auditors in relation to the end of year accounts that are being dealt with.

4.0 Staff and Resource

- There was a discussion around the resource required to scope the requirements for the new website.
- The Inspector Recruitment exercise resulted in 34 applications received and nine interviews are scheduled next week.
- The re-structure of the Business Support team was also discussed. A job description



will be drafted and then go through a JEGS evaluation. Once this has been completed, a business case for filling the post will commence.

- End of year PDPs are almost complete with a few delayed due to being out of the office because of the maintenance work.

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)**

- There were no points for discussion.

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 CJI Business Plan including the Inspection Programme is due to be published next week.
- The Criminal Legal Aid Processing report has been submitted for Ministerial permission to publish.
- The Detail published a CSU review related article today.

7.0 Effectiveness of the Quality Management System

- The monthly report was presented by JC.
- Two internal audits took place in the areas of Inspection Programme Development including Customer feedback and Developing Corporate and Business Plan incorporating Management and Performance Review.
- There were no areas for improvement or non-conformances identified in the audits.
- The Management Team discussed the review of the Documents and Records Management Policy and JJ will source a DoJ contact who may be able to provide some advice.

Action: JJ

8.0 CJI Sustainability and Recovery Plan

- There were no changes to the Sustainability and Recovery Plan.
- Maintenance work in the office to replace the heating system is almost complete and staff are able to return to the office.
- The majority of inspection fieldwork is now taking place face to face.
- This item will be removed from agenda and reinstated if necessary.

9.0 Inspection Programme - ISO Clause 9.1.3 (c)

- The inspection programme was discussed in detail at the Inspector's meeting on Monday.
- The status of current inspections was noted.

10.0 AOB

- JC will be presenting at the PBNi Corporate Planning Day on 10 June; and
- JD and David MacAnulty will be speaking at the Criminal Bar Association Conference on 18 June and JD at the IMB AGM on 20 June.



21 June 2022

Jacqui Durkin

Date

Next meeting – Tuesday 21 June 2022 at 10:00am
Inspector attending – Roisin Devlin