

Senior Management Team Meeting Outputs – 18 May 2021

Attendees: Jacqui Durkin, Chief Inspector (JD)
James Corrigan, Deputy Chief Inspector (JC)
Meloney McVeigh, Business & Communications Manager (MMcV)
Joanne Jamison, FSD (JJ)
Roisin Devlin, Inspector (RD)
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. The SMT noted the accounts which were reviewed and agreed.

Resource funding – April 2021 position

- 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 for April 2021 indicates an underspend of £6k;
 - Non Staff spend against forecast for April 2021 indicates an underspend of £4k;
 - Non cash resource spend against forecast for April 2021 is on target;
 - Capital - no bid was submitted in the 2021-22 financial year.
- The opening profiling exercise and June in-year monitoring round bid have been submitted on target outlining the pressure of £87k relating to the consultancy, travel and training budgets. The bid outcome is not likely to be known before the end of May.
- JJ and MMcV have cleared all auditor queries on the CJI Annual Report and Accounts. The amends to the draft report are being worked through with a few pieces of information still to be provided. No major issues have been raised to date.

4.0 Staff and Resource

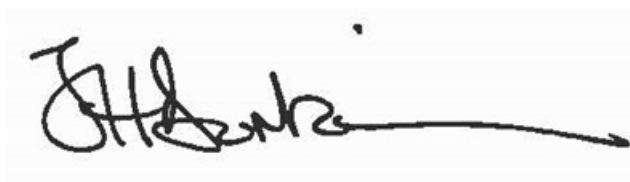
- Staffing levels are now at maximum capacity.
- The anticipated number of reports due for publication and predicted annual leave in the September to December quarter will require management.
- JC will remind all staff that a maximum of nine days annual leave can be carried forward to next year and to advise him of planned leave.

Action: JC

- All end of year appraisals have been completed. Staff should forward draft Performance and Development Plans for 2021-22 incorporating SMART objectives and at least one Development objective to JC for discussion and agreement by the end of May.

Action: All 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 queries from the Auditors in relation to the Annual Report and Accounts have been addressed.
 - A CJI Whistleblowing Policy has been developed and shared with JD and JC for comment. It will be shared with the team and tabled at the next Audit and Risk Committee meeting.
 - Contingency planning documents provided by the Web and Compliance Manager are being reviewed.
- 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 2021-22 Business Plan and Inspection Programme was published on 29 April 2021.
 - The CJI Style Guide has been updated.
 - Draft papers on social media use have been developed and provided to JC and JD for comment.
 - The Effective Penalty Enforcement draft inspection report has been reviewed prior to distribution for factual accuracy checks.
- 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 including a discussion around the logistics of inspection planning with partner Inspectorates.
- 9.0 CJI Sustainability and Recovery Plan**
- Inspectors will discuss the possibility of introducing rapid lateral flow Covid-19 testing for on-site fieldwork at the staff meeting tomorrow.
 - On-site fieldwork will only take place when essential and with a Risk Assessment.
 - The Sustainability and Recovery Plan will be updated following further advice from the NI Executive anticipated this Thursday.
 - All staff should continue to work remotely but can come into the office when necessary provided social distancing and other safety measures are preserved.
- 10.0 AOB**
- There were no further points for discussion.



Jacqui Durkin

22 June 2021

Date

Next meeting –Tuesday 22 June 2021 at 10:00am
Inspector attending – Ian Cameron