

Senior Management Team Meeting Outputs – 15 January 2020

Attendees: Jacqui Durkin, Chief Inspector (JD)
James Corrigan, Deputy Chief Inspector (JC)
Meloney McVeigh, Business & Communications Manager (MMcV)
Rachel Lindsay, Inspector (RL)
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)

- 4.0 MMcV advised that the Inspector pay Business Case was with the DoJ Economists as at 18 December and is now with DoF.
- 6.0 JG is currently compiling the web site data.
- 6.0 MMcV is meeting the designers 16 January to discuss publication refresh ideas.
- 7.0 MMcV will arrange publication of Cyber Crime FuR in the CJI news feed.

Action: MMcV

3.0 Finance and Audit - and information on the performance of external providers. ISO Clause 9.3.2 (c)

- JJ distributed the papers based on the January 2020 monitoring profile. The revised budget allocation for 2019-20 was confirmed on 6 December 2019 as £1,086K.
- The budget shows staff spend unfavourable year to date £17K which relates to overcharge on staff costs to be recouped, overtime costs profiled for March 2020 and a small element of pension costs. The non-staff spend against budget shows unfavourable £31K which relates to consultancy profiled to be paid in January/February and a small element of accommodation and communication costs. Spend against budget will be closely monitored to the end of the year, however there are no concerns that CJI will exceed budget allocation.
- Non cash resource budget £5K (depreciation) is on target with budget.
- The capital budget allocation for 2019-20 was confirmed on 6 December 2019 as £7K.
- The IFRS 16 Lease reclassification exercise has been submitted to the Department advising that CJI will have no leases requiring capitalisation from 1 April 2020.

4.0 Staff and Resource

- The tender for recruitment support closed on Friday 10 January with a suitable response received.
- JC will speak with Inspectors to ascertain if any would like to fill the vacancy for Inspector representation at the CJI Audit and Risk Assurance Committee meetings.

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 ISO tender exercise is complete with a body appointed. The Audit will take

place on 29 January 2020.

- MMcV has scheduled media training for the CI. She will contact the CEF in relation to organising block media training for the Inspection Team.
Action: MMcV
- Internal audits of IT support and HR support will take place during the next two weeks.
- JD discussed her draft plan for development of the CJI Corporate Plan and Business Plan. JD is currently undertaking a programme of consultation meetings with various stakeholders.
- MMcV suggested some dates may not be feasible around the design and publication stages. JD agreed to amend the plan to accommodate this and will distribute the amended version to all staff. Staff meetings will be scheduled for the initial discussion and then the draft reports.

Action: LB

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)**

- JD and JC signed up to the Women's Aid White Ribbon Charter.
- The revised draft designs of the Base 2 report and Driving Change follow-up review have been received and will be submitted to the Minister of Justice prior to publication.
- MMcV has held meetings with DoJ to discuss use of social media.

7.0 Inspection Programme - ISO Clause 9.1.3 (c)

- The inspection programme was discussed with no major issues to address.

8.0 AOB

- There were no further points for discussion.



Jacqui Durkin

12.2.20

Date

Next meeting – 12 February 2020 at 10:00am
Inspector attending – Stevie Wilson