

## Senior Management Team Meeting Outputs – 20 July 2021

<b>Attendees:</b>	Jacqui Durkin, Chief Inspector (JD)
	James Corrigan, Deputy Chief Inspector (JC)
	Meloney McVeigh, Business & Communications Manager (MMcV)
	Muireann Bohill, Inspector (MB)
	Linda Boal, CSO (LB)
<b>Apologies:</b>	Joanne Jamison, FSD (JJ)

### 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)**

- None.

### 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 – June 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 June 2021 indicates an underspend of £6k;
  - Non Staff spend against forecast for June 2021 indicates an underspend of £5k;
  - Non cash resource spend against forecast for June 2021 is on target;
  - Capital - no bid was submitted in the 2021-22 financial year.
- JC, MMcV and JJ will meet on return from leave to discuss the budget position.
- JC has received an email from Sponsor Team confirming that £40k additional funding will be provided and that spend at risk against it will be underwritten. MMcV is to discuss the fund transfer timing and mechanism with DoJ FSD to ensure the next monitoring round return reflects this appropriately.

**Action: MMcV**

### 4.0 Staff and Resource

- There were no points for discussion.
- All staff are currently taking annual leave over the summer months and into September and October and it is important to request leave through JC and also update the shared spreadsheet circulated by LB.

### 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)**

- A response was supplied to Sponsor Department on a query regarding staff pensions.
- The CJI Annual Report and Accounts was laid in the NI Assembly on 7 July and shared with all relevant contacts.
- The amended CJI Whistleblowing Guidance document has been shared with the NIAO and MMcV will follow up on the response to queries from Pamela Dugdale. The final version will be uploaded to the CJI Process Map.

**Action: MMcV**

- Work has commenced on the 2020 and 2021 pay remit Business Cases.

**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 Effective Penalty Enforcement inspection report was published on 9 July.
- JD, JC and Inspectors had a useful meeting yesterday with HMICFRS PSNI Liaison Inspector and two colleagues.
- JD is scheduled to meet with Mervyn Storey, Chair of the Justice Committee on Thursday.
- The Justice Committee have requested CJI's views on the notated action plan provided by inspected organisations following the briefing on the Child Sexual Exploitation report.

**7.0 Effectiveness of the Quality Management System**

- The monthly report was presented by JC which reported on two internal audits of the following areas:
  - Inspection Programme Development and 4.0 Customer feedback/annual review; and
  - Develop Corporate and Business Plans and C3.0 Conduct management and business performance review.
- There was one Area for Improvement around MoUs and SLAs which is being actioned.
- Outstanding Areas for Improvement were discussed and steps to progress them agreed.

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

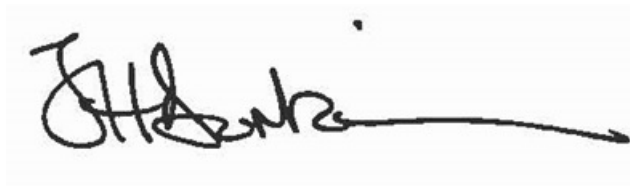
- The inspection programme was discussed with current status and anticipated fieldwork noted.

**9.0 CJI Sustainability and Recovery Plan**

- CJI is in the process of registering with the DoH to receive Covid lateral flow tests for use during inspection fieldwork. In the interim, test kits can be obtained from the DoH in Castle Buildings.

**10.0 AOB**

- There were no further points for discussion.



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**Jacqui Durkin**

31 August 2021  
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**Date**

Next meeting –TBC at 10:00am  
Inspector attending – Maureen Erne