



## Senior Management Team Meeting Outputs – 19 October 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)**

- 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 – September 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 which was revised down to £76k in the October monitoring round.
- The current position against forecasted figures are as follows:
  - Staff spend against forecast to date indicates an underspend of £1k;
  - Non Staff spend against forecast to date indicates an underspend of £4k;
  - 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 pressure of £76k. The pressure is to be part funded by a transfer of £40k from sponsor leaving a continuing pressure of £36k. This amount is likely to reduce following the retirement of an Inspector as at 31 August.
- The outcome of the October monitoring is expected on 22 October with the January monitoring commissioned on 25 October with a return date of 2 November 2021. JJ, JC and MMcV will meet to plan for this exercise.
- 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 one member of staff remains on long-term sick absence.
- The probation period for the two new Inspectors has finished.

#### 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)**

- MMcV advised that the pay remits are with FSD for review and will then go to Sponsor department for sign-off.
- The Committee for Justice has requested an overview of the impact and pressures of the budget cuts proposed in the Futures Exercise by 5 November.
- A revised version of the Partnership Agreement for corporation sole has been received and will be reviewed with a response provided to Sponsor department as soon as possible.

#### 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)**

- Three inspection reports are being prepared for publication before year end.
- MMcV is preparing a summary of responses to the Communication survey which will be presented to the general staff meeting.

#### 7.0 Effectiveness of the Quality Management System

- The monthly report was presented by JC which reported on one internal audit of the Quality Management System process. There were no areas for improvement or non-conformances identified in the audit.
- The Process Owner suggested it would be timely to train another member of staff as an internal ISO auditor and the SMT agreed to consider this.
- A number of outstanding AFIs were discussed with actions agreed.

#### 8.0 CJI Sustainability and Recovery Plan

- The Plan has been updated and remains largely unchanged. Social distancing remains in place in the office with staff returning on a phased basis with a continued mix of home working and office working.
- Any staff who feel 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.
- Fieldwork continues remotely and can be done in person when it can be carried out safely and where social distancing can be maintained. This applies to meetings in the CJI Office and also on site of other organisations.

#### 9.0 UK Covid Inquiry

- JD shared correspondence received from the Permanent Secretary of DoJ.
- All documents and records relating to covid recovery should be kept and saved in a central repository.
- JC will email details to Inspectors of material to be retained and storage.

**Action: JC**



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

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

**11.0 AOB**

- There were no further points for discussion.

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**James Corrigan**

16 November 2021

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**Date**

Next meeting – Tuesday 16 November 2021 at 10:00am  
Inspector attending – Roisin Devlin