



Senior Management Team Meeting Outputs – 15 December 2021

Attendees: Jacqui Durkin, Chief Inspector (JD)
James Corrigan, Deputy Chief Inspector (JC)
Meloney McVeigh, Business & Communications Manager (MMcV)
Stevie Wilson, Inspector (SW)
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 – October 2021 position (based on October profiling)

- The final budget allocation for 2021-22 was confirmed on 14 April 2021 as Cash Resource budget for 2021-22 £1,127k (flat cash) and Non Cash Resource budget (depreciation) 2021-22 £6k.
- CJI commenced 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 £7k;
 - Non Staff spend against forecast to date indicates an underspend of £7k;
 - Non cash resource spend against forecast is on target;
 - Capital - no bid was submitted in the 2021-22 financial year.
- The January monitoring exercise was submitted to the Department on 2 November 2021 advising that CJI are now able to fund all current year pressures and have an easement of £12.5K that has arisen due to the retirement of a full time Inspector. This vacancy has been filled internally with a part time Inspector increasing to full time. Any decision to fill the remaining vacancy will be dependent on the outcome of the futures budget 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. A



Capital refresh exercise has been commissioned and is due for submission to the Department by 12 January 2022.

- JD has asked JC to write to the DoF in response to the budget public consultation exercise and its possible impacts for CJl.

Action: JC

4.0 Staff and Resource

- JC advised that a full time Inspector has indicated their intention to retire in January 2022 and thanked them for all their work and best wishes for their retirement.
- A recruitment exercise will take place to recruit a full time Inspector in the New Year.
- JC and JD will meet to discuss the level of external expertise required to fulfil the inspection programme in consultation with Lead Inspectors.

Action: JC & JD

- One member of staff remains on long term sick leave.

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 is sourcing BOX software for the secure sharing of documents related to inspection work.
- The Secure File Transfer Protocol used for the ISO surveillance audit in 2021 will be used again for the audit in January 2022.
- The NICS and SCS Pay remits have been approved and will be paid in the January salaries. The pay remit for the Inspector's pay is still outstanding. JC wrote to the Head of Justice Delivery Directorate in the DoJ to seek support in expediting the Inspectors pay remit.

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)**

- MMcV presented an overview of the Communications survey results at the general staff meeting.
- At least four inspection reports are being prepared for publication in the first quarter of 2022.

7.0 Effectiveness of the Quality Management System

- The monthly report was presented by JC which reported on three internal audits of the Full Inspection, Follow-up Review and ICT processes. There was one area for improvement identified in the audits and no non-conformances. JD requested a review of the phrasing in the report. JC will refer to David MacAnulty.
- JC presented the Annual Review of the Quality Management System at the general staff meeting. The presentation is available on the shared drive for all staff.
- The ISO surveillance audit is scheduled to take place remotely in January 2022.

8.0 CJl Sustainability and Recovery Plan

- There were no changes to the Sustainability and Recovery Plan. Staff will continue with the existing arrangements pending any new guidance from the Executive.



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 majority of fieldwork is being carried out remotely.

10.0 AOB

- JD received an anonymous whistleblowing letter which is being actioned in line with CJI guidance.

18 January 2022

Jacqui Durkin

Date

Next meeting – Tuesday 18 January 2022 at 10:00am
Inspector attending – Maureen Erne