

Senior Management Team Meeting Outputs – 16 February 2021

Attendees: Jacqui Durkin, Chief Inspector (JD)
James Corrigan, Deputy Chief Inspector (JC)
Meloney McVeigh, Business & Communications Manager (MMcV)
Joanne Jamison, FSD (JJ)
Muireann Bohill, Inspector (MB)
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 – January 2021 position

Cash resource budgets – based on January monitoring Profile 2020-21.

- 2020-21 Unringfenced Resource DEL - £1,127k.
- Staff spend against budget £2k underspend; Non Staff spend against budget on target.
- Non cash resource spend (depreciation) on target.
- Capital budget £18k. Capital spend against budget £9k underspend. Replacement mobile phones and chairs to be taken forward before year end.
- The draft budget allocation for 2021-22 was confirmed on 25 January as £1,127k. A submission was sent to the Justice Committee on 2 February outlining the impact of the flat cash budget allocation (failure to fund the £87k pressure previously advised). A return outlining the impact of the flat cash budget allocation was also submitted to Sponsor Department outlining the impact, on 4 February 2021.
- Refresh of capital spend submitted to FSD 8 January 2021. The 2021-22 Draft Budget was confirmed as flat cash, no indication at this time of how future year's budgets will be approached.

4.0 Staff and Resource

- The 2019 Inspector pay remit is still with DoF. JC has written to Sponsor Department asking them to take this up with DoF. JD will contact BG.
Action: JD.
- JC has held discussions with Common Purpose regarding their training programme. One training place has been sourced and staff were asked for expressions of interest. MB will take up the opportunity.

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)**

- MMcV is drafting the structure of the Business Plan and will work with JC to develop a draft to be shared with JD.

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 Police use of Discretion Follow-up Review is being prepared for publication on Thursday 18 February.
- The Sexual Violence and Abuse FuR is being planned for publication last week in March with the Domestic Violence and Abuse FuR planned after Easter recess.
- These will be followed by the Annual Report and Accounts, Effective Penalty Enforcement and then the NIPS Care and Supervision Units.

7.0 Effectiveness of the Quality Management System

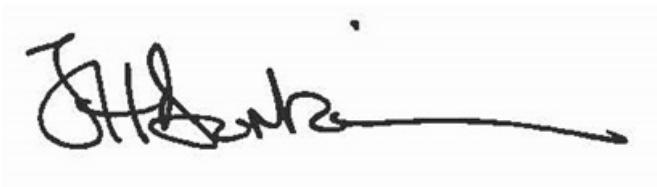
- JC presented the Monthly ISO audit report which was shared in advance of the meeting.
- The report contained details of one internal audit of Preventative and Corrective Actions.
- There was one non-conformance in relation to non-conforming product. The SMT agreed a course of preventative action and the Process Owner will advise all staff.
Action: PO (MB) to send email.
Action: LB to close on database.

8.0 Inspection Programme - ISO Clause 9.1.3 (c)

- The inspection programme was discussed and will be reviewed in detail at the general staff meeting tomorrow.
- The fieldwork in respect of the NIPS Care and Supervision Units is now complete and the report drafting will commence.

9.0 AOB

- There were no further points for discussion.



Jacqui Durkin

16 March 2021

Date

Next meeting –Tuesday 16 March 2021 at 10:00am
Inspector attending – Rachel Lindsay