

## Senior Management Team Meeting Outputs – 16 March 2021

**Attendees:** Jacqui Durkin, Chief Inspector (JD)  
James Corrigan, Deputy Chief Inspector (JC)  
Meloney McVeigh, Business & Communications Manager (MMcV)  
Joanne Jamison, FSD (JJ)  
Rachel Lindsay, Inspector (RL)  
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 shows a £4k underspend. The Non Staff spend against budget shows a £4K underspend. Non cash resource spend (depreciation) shows a £1K underspend which is due to profiling and will be on target for year-end.
- The Capital spend against budget shows a £4k underspend. FSD and Sponsor were advised due to the ongoing pandemic, replacement desks in the office had not been taken forward leading to an easement of the capital allocation of £7,000.
- 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.
- JJ confirmed that CJI accounts are on track for year end.
- The pay remit accruals will be reviewed before year end.

#### **Action: JJ**

- JJ will speak with JG / JC to obtain the up to date position regarding annual leave accumulation.

#### **Action: JJ**

### 4.0 Staff and Resource

- The 2019 Inspector pay remit has been approved.
- The SMT will consider the current Inspector staffing level in relation to the flat cash budget and the planned 2021-22 Inspection Programme.

#### **Action: SMT**

- JJ will carry out a budget profiling and scenario planning exercise to assist this exercise.

#### **Action: JJ**

### 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 draft 2021-22 Business Plan has been shared with JD for comment. It is hoped to send this to the Minister at the end of March.

**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 Sexual Violence and Domestic Violence Follow-up Reviews are well advanced for Ministerial submission. The keys facts and Infographics have been drafted and are being designed. The video will be carried out today. A press release has also been drafted.
- The 2021-22 Business Plan has been drafted and shared with JD for comment.
- The CJI Annual Report narrative is being drafted and will be shared with FSD.

**7.0 Effectiveness of the Quality Management System**

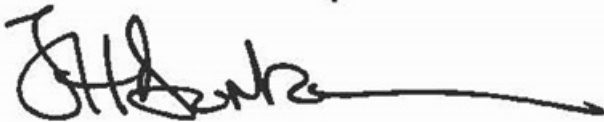
- The annual surveillance process audit was carried out by NQA on Monday 8 March.
- CJI successfully retained accreditation of ISO:9001 2015 for its Quality Management System.
- The audit found no non-conformances or areas for improvement.
- JD expressed her thanks to David MacAnulty and Linda Boal as internal Auditors and to all the Process Owners for ensuring the audit was successful.

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

- The inspection programme was discussed with no issues to report.

**9.0 AOB**

- JD mentioned the ongoing development of a process to handle whistleblowing incidents reported to CJI concerning inspected organisations. This has not been lost sight of and will be progressed in due course.



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**Jacqui Durkin**

20 April 2021

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**Date**

Next meeting –Tuesday 20 April 2021 at 10:00am  
Inspector attending – David MacAnulty