

Senior Management Team Meeting Outputs – 13 October 2020

- Attendees:** Jacqui Durkin, Chief Inspector (JD)
James Corrigan, Deputy Chief Inspector (JC)
Joanne Jamison, FSD (JJ)
Roisin Devlin, Inspector (RD)
Linda Boal, CSO (LB)
- Apologies:** Meloney McVeigh, Business & Communications Manager (MMcV)

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.
- Asset Register – furniture portion now complete, IT portion to be finalised.

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.

Resource funding – September 2020 position

Cash Resource budgets – based upon June Monitoring Profile 2020-21.

- 2020-21 Unringfenced Resource DEL - £1,127k.
- Staff spend against budget has a £16k underspend; Non Staff spend against budget has a £6k underspend. The staff underspend relates to the timing of the recent Inspector recruitment exercise.
- Non cash resource spend (depreciation) on target.
- 2020-21 - Capital budget £18k. Capital spend against budget on target.
- The October monitoring re-profiling is to be submitted by 22 October. JJ will meet with JC to finalise.
- The January monitoring is due by 2 November.
- There were no queries from Deloitte regarding the Lease Reclassification exercise.
- External audit have requested a monthly sign-off each month by either MMcV or JC. JD suggested this is carried out at the SMT meetings. JJ will provide a pro-forma for signature at the monthly Senior Management Team meeting.

Action: JJ

4.0 Staff and Resource

- The two new Inspectors commenced employment on Thursday 1 October.
- Two part time inspectors are working additional hours until at least the end of December when a review will be undertaken.
- JJ will look at the budget profiling to confirm if the additional hours can be sustained within budget until the end of the financial year.
- One Inspector remains on long term sick leave.

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 has completed all of the pay remits for 2019-20, subject to a final review by

herself and JC, prior to submission for approval.

Action: JC and MMV

- JD stated that at the last team meeting it was agreed that any changes to the ISO Process Maps should be with John by latest 2 November in preparation for the accreditation visit in January.

Action: All staff

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 Custody report was published on 30 September with good media coverage.
- The Modern Slavery and Human Trafficking report is being prepared for publication on Thursday 15 October.
- The PBNi inspection is being prepared for Ministerial submission.
- The Business Crime FUR is almost ready for design stage.
- JD has received positive feedback from the Garda Inspectorate and OPONI on the 'Report on a Page' document, the info graphics and on the new look Inspection Report.

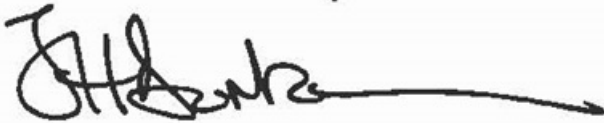
7.0 Inspection Programme - ISO Clause 9.1.3 (c)

- The inspection programme was discussed and will be reviewed in detail at the general staff meeting tomorrow.
- JD and JC have allocated the new Inspectors to various inspections.
- Discussions will take place around the challenges of carrying out on-site fieldwork on a case by case basis and some timings have been reviewed.
- JC advised that other Inspectorates are carrying out some fieldwork, mostly a mixture of remote meetings and on-site visits. Both JD and JC reiterated that they do not want to put anyone at risk in the course of conducting fieldwork.

8.0 AOB

- JC reminded all staff to ensure that the ISO areas for which they are process owner should be reviewed to ensure they are up to date and accurate in preparation for the audit still scheduled for January.

Action: All staff



Jacqui Durkin

10 November 2020

Date

Next meeting –Tuesday 10 November 2020 at 10:00am
Inspector attending – TBC