



Senior Management Team Meeting Outputs – 9 August 2022

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

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)**

- Pt 3 – Ongoing, to be resolved.
- Pt 4 – Actioned.
- Pt 7 – On agenda for discussion.

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 Budget 2022-23

- Sponsor Department has advised in the absence of an Executive, a budget for 2022-23 cannot be agreed, however a Resource Contingency Planning Envelope of £1,127k (based on CJI's 2021-22 opening budget) has been confirmed.
- The current position against budget based on the opening profiling was reported as:
 - staff spend indicates an underspend of £2k;
 - non-staff indicates an underspend of £11k; and
 - non cash resource spend (depreciation) against forecast overspend of £1K which will even out over the year.

Capital Budget 2022-23

- The Department has confirmed that CJI has a Capital Contingency Planning Envelope of £52K. The original bid was for £61K (£60k for replacement website and £1k to replace mobile phones). As the costs involved for the website are resource spend the capital easements have been surrendered. Resource requirements will be subject to a future monitoring round bid.
- There is no further update on the Futures Exercise for 2022-23 to 2024-25.
- A nil return was submitted in respect of the AME budgeting exercise.

4.0 Staff and Resource

- The new full time Inspector has commenced employment at the end of July, arrangements for on boarding and induction are in hand.
- A draft job description for the required Business Support role will be finalised before



JEGS evaluation. An assessor has been identified and will require a DAC. The outcome of this will inform the business case to fill the post.

- Following withdrawal of access to HR Connect advice, CJI are now required to obtain independent services with an external provider. A Business Case will be prepared to source this.

Action: JC and MMcV

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)**

- The website replacement project has had to be paused due to other priorities. Technical support will be required to develop service requirements and evaluate the tender with a possible pre-market engagement exercise prior to the tender process launching. The current contract will be extended to allow sufficient time to do this.
- There was discussion around holding a Stakeholder event to inform and plan the next Corporate and Business Plan and Inspection Programme. It was agreed to hold this in November.

Action: LB to schedule planning meeting.

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 Woodlands JJC report has been submitted for Ministerial permission to publish. A first design version has been received. The info graphics and Key Facts have also been designed. A 'youth friendly' version will also be produced.

7.0 Effectiveness of the Quality Management System

- The monthly report was presented by JC.
- Three internal audits took place in the areas of the Full Inspection Process, Human Resources and ICT.
- There were a small number of minor non-conformances and areas for improvement identified in the audits. Work will begin to correct the issues raised.

8.0 CJI Protocols and MoUs

- The team reviewed the Protocols, MoUs and SLAs and will update those past or nearing review date.

Action: JD, JC & LB

9.0 Inspection Programme - ISO Clause 9.1.3 (c)

- The inspection programme was discussed in detail at the Inspector's meeting yesterday. There were no issues to address.

10.0 AOB

- MMcV referred to the email sent to staff today regarding mobile phone excess charges which will be recouped for non-business use. All staff to note.

Action: All Staff



Jacqui Durkin

Date

Next meeting – Tuesday 21 September 2022 at 10:00am
Inspector attending – Rachel Lindsay