

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)

I.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)

]] 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:
 - o staff spend indicates an underspend of £2k;
 - o non-staff indicates an underspend of £11k; and
 - o 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 CII 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)

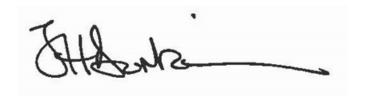
• The inspection programme was discussed in detail at the Inspector's meeting yesterday. There were no issues to address.

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