

Senior Management Team Meeting Outputs – 22 June 2021

Attendees: Jacqui Durkin, Chief Inspector (JD)
James Corrigan, Deputy Chief Inspector (JC)
Meloney McVeigh, Business & Communications Manager (MMcV)
Joanne Jamison, FSD (JJ)
Ian Cameron, Inspector (IC)
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)**

- Annual Leave email sent.
- One end of year appraisal still to be signed off and two Performance and Development Plans for 2021-22 to be sent to James.

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 – May 2021 position

- The final budget allocation for 2021-22 was confirmed on 14 April as Cash Resource budget for 2021-22 £1,127k (flat cash) and Non Cash Resource budget (depreciation) 2021-22 £6k.
- CJI commences the 2021-22 financial year with a cash resource pressure of £87k.
- The current position against forecasted figures are as follows:
 - Staff spend against forecast for May 2021 indicates an underspend of £7k;
 - Non Staff spend against forecast for May 2021 indicates an underspend of £6k;
 - Non cash resource spend against forecast for May 2021 is on target;
 - Capital - no bid was submitted in the 2021-22 financial year.
- The opening profiling exercise and June in-year monitoring round bid have been submitted on target outlining the pressure of £87k relating to the consultancy, travel and training budgets. The outcome is expected towards the end of this week or early next week.
- The Annual Report and Accounts is yet to be signed-off as Deloitte are waiting for reports from the NIAO regarding HR Connect and IT Assist. The Annual Report is scheduled to be laid in the NI Assembly before summer recess.

4.0 Staff and Resource

- Derek Anderson, Non-Executive member of the CJI Audit and Risk Committee, has agreed to remain as a member for another 3 years. Mairead McCafferty's term of office will finish at the end of this year. CJI will start planning for a replacement to be in place by the end of the year.
- Staff and resource allocations will be determined by the outcome of June Monitoring Round.

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 CJI Whistleblowing Guidance document has been presented to the Audit and

Risk Committee meeting. A few suggestions from the NIAO have been included and the updated document will be linked to the CJI Process Map.

- Business contingency documentation for Business Support functions have been progressed.
- The Quarterly Oversight meeting with Sponsor Department will take place this week.
- Sponsor Department have advised that a review of all ALBs is taking place.

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 Annual Report and Accounts is being progressed for publication before NI Assembly summer recess.
- The Effective Penalty Enforcement inspection report is being prepared for Ministerial submission with publication planned before NI Assembly summer recess.

7.0 Effectiveness of the Quality Management System

- A programme of internal audits has been created with audits due to commence later in the year which hopefully can be carried out in the office.

8.0 Inspection Programme - ISO Clause 9.1.3 (c)

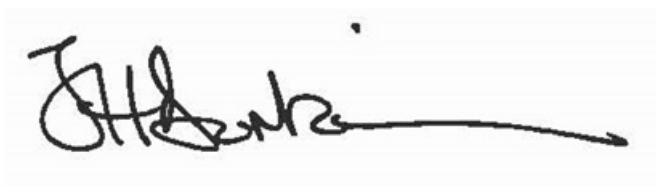
- The inspection programme will be discussed at the staff meeting tomorrow.
- A number of draft reports will become available between September and December. Publication dates of these will need to be choreographed and timing of draft reports discussed with Lead Inspectors. Planned annual leave also needs to be considered.

9.0 CJI Sustainability and Recovery Plan

- The challenge is now planning for the next six months with more office presence and on-site fieldwork for inspections.
- We need to consider restoration and how we want to work as a team and perhaps set targets and expectations for a return to office working in September. This will be discussed by staff at team meetings.
- JD and JC have already had initial discussions around this which will be shared with the team over the next weeks. Prevailing public health guidance will be followed bearing in mind what can be done safely from September onwards.

10.0 AOB

- There were no further points for discussion.



Jacqui Durkin

20 July 2021

Date

Next meeting –Tuesday 20 July 2021 at 10:00am
Inspector attending – TBC