

Senior Management Team Meeting Outputs – 31 August 2021

Attendees: Jacqui Durkin, Chief Inspector (JD)
James Corrigan, Deputy Chief Inspector (JC)
Meloney McVeigh, Business & Communications Manager (MMcV)
Maureen Erne, Inspector (ME)
Joanne Jamison, FSD (JJ)
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.

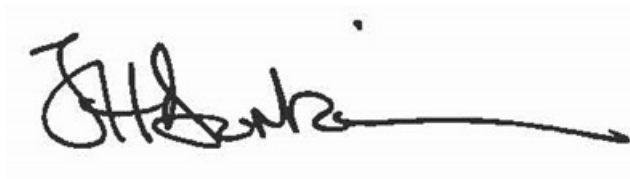
Resource funding – July 2021 position

- 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 July 2021 indicates an overspend of £4k;
 - Non Staff spend against forecast for July 2021 indicates an overspend of £3k;
 - Non cash resource spend against forecast for July 2021 is on target;
 - Capital - no bid was submitted in the 2021-22 financial year.
- The October monitoring return was submitted to FSD on 18 August advising that CJI has a continuing pressure of £36k which relates to consultancy and other expenses. The original consultancy pressure was £66K which has been funded by a transfer of £40k from sponsor in this monitoring round leaving a pressure of £26k.
- The Futures Exercise for 2022-23 to 2024-25 was submitted to FSD on 18 August advising of the steps required by CJI to remain within a baseline budget of £1,127K and the further steps required to apply a 2% cut in 2022-23, a 4% cut in 2023-24 and an 8% cut in 2024-25.
- The Capital Information Gathering Exercise was submitted to FSD on 26 August advising of capital required for 2022-23 to 2031-32 to refresh the mobile phones and additional funding required for the development of a new website in 2022-23.

4.0 Staff and Resource

- JC advised of the retirement of a full-time Inspector which will have a big impact on the Inspector pool given CJI are unable to backfill due to budget pressures.
- One part-time Inspector will become full time leaving a shortfall of 0.6 FTE. If affordable and required, additional expertise and consultancy could be sourced to supplement the inspection programme within budget. It is important that the additional £40k received from Sponsor Department is used for the identified consultancy.
- JD has spoken with HMCPSI regarding possible support for the File Quality inspection, the need for and timing of this is to be discussed with the inspection Team.

- 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 and JJ are preparing the 2020 and 2021 Pay Remits for submission.
- 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)**
- MMCV is preparing a Communication Survey for distribution to stakeholders, Citizen Space functionality is being explored.
 - HMIP report style has changed and the Magilligan inspection report will need some modification before publication.
 - The September – December quarter will be busy with at least four reports due for publication.
- 7.0 Effectiveness of the Quality Management System**
- The monthly report was presented by JC which reported on two internal audits of the following areas:
 - Preventative actions; and
 - Corrective actions.
 - There were no areas for improvement or non-conformances identified in the audits.
 - An audit of the Financial Management process was scheduled in July but has been re-scheduled for September due to other work commitments.
 - Outstanding areas for improvement were discussed and steps to progress them agreed.
- 8.0 Inspection Programme - ISO Clause 9.1.3 (c)**
- The inspection programme will be discussed in detail at the general staff meeting tomorrow.
- 9.0 CJI Sustainability and Recovery Plan**
- Staff are now returning to the office on a phased basis.
 - Any staff who feels unwell should not come into the office.
 - Everyone should indicate clearly in their schedules which days they plan to be in the office. Staff should be self-aware and continue to follow public health guidance on hand sanitising and social distancing. Rapid lateral flow coronavirus tests are not required for the office but staff can take them if they want to and these can be collected by advance notice from DoH Castle Buildings if needed for off-site work too.
- 10.0 AOB**
- MMCV advised that following revised calculations, the balance of annual leave due to the recently retired Inspector will be paid.



21 September 2021

Jacqui Durkin

Date

Next meeting – Tuesday 21 September at 10:00am
Inspector attending – Muireann Bohill