



Senior Management Team Meeting Outputs – 12 April 2022

Attendees: Jacqui Durkin, Chief Inspector (JD)
James Corrigan, Deputy Chief Inspector (JC)
Meloney McVeigh, Business & Communications Manager (MMcV)
Muireann Bohill, Inspector (MB)
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)**

- ISO meeting to be scheduled (covered in Agenda).

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.

Budget 2021-22

- CJI commenced the 2021-22 financial year with a cash resource budget of £1,127K and a non-cash resource budget of £7K.
- A £40K transfer from DoJ Sponsor department was agreed to assist with the pressures identified, during the October monitoring round increasing the budget to £1,167K.
- The retirement of two full time Inspectors released savings allowing for previously identified pressures to be managed.
- An easement of £12K was identified and reported in the January monitoring round and a further easement of £20K was advised for the February 2022 Board report. The closing budget for the 2021-22 financial year was £1,135K.
- The outturn against budget for the 2021-22 financial year is as follows:
 - An underspend of £34K is reported against staff costs; and
 - An overspend of £5K is reported against non-staff costs.
 - The closing underspend equates to £9K (1%) for the 2021-22 financial year.
 - Non-cash resource spend against forecast shows an underspend of £1K.
 - No capital bid was submitted in the 2021-22 financial year.
- Sponsor Department have advised in the absence of an Executive, a budget for 2022-23 cannot be agreed, however a Contingency Planning Envelope of £1,127K (based on the 2021-22 opening budget) has been confirmed.
- The means CJI begin the year with a £63K pressure. JC, JJ and MMcV will meet to discuss and plan the budget allocation for the year.

Action LB to schedule meeting.

- JC will speak with DMacA regarding the budget for HMCPSI support.



4.0 Staff and Resource

- The recruitment exercise for a full time Inspector is underway and recruitment support has been procured.
- Following the retirement of a member of Business Support staff, a new role will be defined as part of a re-structuring of business support.

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 CJI Business Plan is well advanced and will be sent to the Minister for permission to publish and laying in the Assembly.
- The narrative section of the Annual Report and Accounts has been drafted and reviewed by FSD. The Governance Statement is tabled for discussion and agreement at the Audit Committee meeting on 13 April. JJ is working on the accounts, which will go to Deloitte by Friday 29 April.

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)**

- Two Freedom of Information requests have been received and are receiving attention.
- Communication activity is being planned around the recruitment exercise for a full-time Inspector.

7.0 Effectiveness of the Quality Management System

- The monthly report was presented by JC. The report identified a number of points for consideration by the SMT.
- A programme of internal audits is in place with the first due to take place in April.
- A discussion took place around the resources required to support ISO Accreditation and the roles of process owners and auditors. This will be tabled as the main item for discussion at the next General Staff meeting.

Action LB to schedule meeting

8.0 CJI Sustainability and Recovery Plan

- There were no changes to the Sustainability and Recovery Plan.
- All staff will be working remotely for the next two weeks due to maintenance work in the office.
- Any staff with Covid or similar symptoms should not attend the office and should carry out a lateral flow test if they are symptomatic.

9.0 Inspection Programme - **ISO Clause 9.1.3 (c)**

- The inspection programme was discussed in detail at the Inspector's meeting on Monday.
- The status of current inspections was noted.



10.0 AOB

- There were no further points for discussion.

19 May 2022

Jacqui Durkin

Date

Next meeting – Tuesday 17 May 2022 at 10:00am
Inspector attending – Rachel Lindsay