

## Senior Management Team Meeting Outputs – 10 July 2019

**Attendees:** Brendan McGuigan, Chief Inspector (BMcG)  
James Corrigan, Deputy Chief Inspector (JC)  
David MacAnulty, Inspector (DMacA)  
Joanne Jamison, FSD (JJ)  
Sonia Lyttle, FSD (SL)  
Linda Boal, CSO (LB)

**Apologies:** Meloney McVeigh, Business & Communications Manager (MMcV)

### 1.0 Minutes

- Minutes of the previous meeting were agreed and signed by BMcG.

### 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)

- 3.0 actioned.
- 4.0 ongoing.

### 3.0 Finance and Audit - and information on the performance of external providers. ISO Clause 9.3.2 (c)

- JJ distributed the papers based on the June 2019 position.
- The budget shows staff spend unfavourable £14K which is related to the increase in employer pension contributions. This should even out following the re-profile exercise. The non-staff budget shows favourable £6K year to date.
- The Department have commissioned a Future Financial Planning – Information Gathering Exercise with two returns due as follows:
  1. Future year pressures for non –ringfenced resource 2020-23 and Capital DEL requirements for 2020-25 are to be advised by 31 July 2019.
  2. Scenario planning with additional funds 2020-2023 and horizon scanning beyond 2022-23 to be returned by 20 September 2019.
- Sponsor Department will take the lead on these exercises with support from FSD. A meeting will be scheduled with Sponsor to discuss the proposed returns.

### 4.0 Staff and Resource

- JC advised that one part-time Inspector has indicated his intention to retire later this year.
- Sponsor Department has confirmed that CJI has the authority to change part and full time contracts depending on budget.
- JC has written to DSO for advice regarding the pay remit and future recruitment following the JEGS exercise. Any potential recruitment will take place dependant on that advice.

### 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 Annual Report and Accounts for 2018-19 were laid in the NI Assembly and published on Friday 5 July 2019.

**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)**

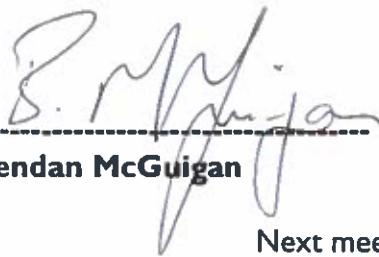
- No matters to report.

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

- The inspection programme was discussed with no major issues to address.

**8.0 AOB**

- There were no further points for discussion.



**Brendan McGuigan**

24/7/19  
Date

Next meeting – Wednesday 24 July 2019 at 10:00am  
Inspector attending – Stevie Wilson