

Senior Management Team Meeting Outputs – 19 January 2021

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

- Covered in the 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.

Resource funding – December 2020 position

Cash resource budgets – based on January monitoring Profile 2020-21.

- 2020-21 Unringfenced Resource DEL - £1,127k.
- Staff spend against budget on target; Non Staff spend against budget has a £4k underspend.
- Non cash resource spend (depreciation) on target.
- 2020-21 – Capital budget £18k. Capital spend against budget on target.
- Spending review and capital refresh returns were completed and submitted, but no response as yet.
- JJ is expecting a one year budget rather than a three year one.
- JJ reviewed the budget with JC and MMcV. The budget is on target with no easements identified.
- The refresh of capital spend was submitted to FSD on 8 January 2021.
- The Auditors have raised a query about the classification of web spend.
- JC to take forward the purchase of office chairs and JJ will email the chair code.
- The nine-month accounts have been prepared and will go to RL for approval.
- In order to address the audit point, JJ has prepared various papers for the SMT to approve the financial position on a monthly basis.
- The SMT agreed that JJ will present the Schedule to the SMT each month and highlight any issues.
- JD asked if there was any indication as yet in relation to 2021/22 ALB budgets and JJ advised no communication has been received.
- JJ asked JC to confirm next year's budget requirements for consultancy.

Action: JC

4.0 Staff and Resource

- SMT discussed the recruitment of non-executive members of the CJI Audit and Risk Assurance Committee and agreed that an open recruitment competition will be planned for future vacancies.
- CJI will seek to remunerate non-executive members in line with current practice in

other ALBs. MMcV advised that the 2019 pay remit for the Inspectors is still with DoF who have requested additional information from FSD. It is hoped payment will be made in the February salary run.

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 held a planning meeting for the 2020-21 audit with Deloitte in December. They propose to carry out the audit using the same process as last year.
- Ian Kelsall is the new representative from Deloitte.
- Some initial testing has already taken place with further work planned to take place in February.
- The Annual Report and Accounts are to be submitted in April with fieldwork taking place in May.
- The external audit and draft internal audits plans will be discussed at the Audit and Risk Assurance Committee meeting on Thursday 21 January.
- The Business Plan is being drafted with publication planned for 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)**

- The NIPS Care and Supervision Unit review terms of reference were published on the website.
- The Police use of Discretion Follow-up Review is being prepared for Ministerial submission with publication planned for February. The Key Facts document is also being drafted.
- The web accessibility work will be complete by the end of this week.
- The CJI Style Guide was circulated to all staff and will be linked to the ISO process map.
- A discussion on social media optimisation will be scheduled for a general staff meeting at the end of February.

7.0 Effectiveness of the Quality Management System

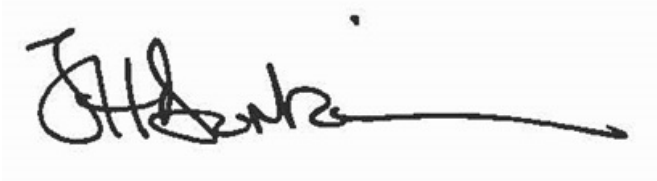
- JC presented the Monthly ISO audit report which was shared in advance.
- The report contained details of eight internal audits.
- There were two Areas of Improvement carried forward from previous audits for action: review the CJI Documents and Records Policy and review the Follow-up Review process.
- The SMT agreed to revert to the existing Follow-up Review process as the Inspection Team now had increased capacity
Action: LB to close on database.
- The audit of the GDPR process identified one area for improvement around staff training. JG to advise JC of any outstanding training areas.
Action: JG/JC
- JC spoke with the external ISO Auditor and his visit will be postponed until March.
- JD expressed her thanks to DMacA and LB for their work in this area.

8.0 Inspection Programme - ISO Clause 9.1.3 (c)

- The inspection programme was discussed and will be reviewed in detail at the general staff meeting tomorrow.

9.0 AOB

- MMcV asked if there was an update on the web accessibility contract. JC has spoken with JG who is awaiting a response from CPD.



Jacqui Durkin

16 February 2021
Date

Next meeting –Tuesday 16 February 2021 at 10:00am
Inspector attending – Muireann Bohill