



Senior Management Team Meeting Outputs – 21 June 2022

Attendees: Jacqui Durkin, Chief Inspector (JD)
James Corrigan, Deputy Chief Inspector (JC)
Meloney McVeigh, Business & Communications Manager (MMcV)
Roisin Devlin, Inspector (RD)
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)**

- Pt 7 – JJ to action.

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.

Resource Budget 2022-23

- Sponsor Department has advised in the absence of an Executive, a budget for 2022-23 cannot be agreed, however a Resource Contingency Planning Envelope of £1,127k (based on CJI's 2021-22 opening budget) has been confirmed.
- The current position against budget based on the opening profiling was reported as:
 - staff spend indicates an underspend of £1k;
 - non-staff on target; and
 - non cash resource spend (depreciation) is also on target.

Capital Budget 2022-23

- Following clarification that website development falls under resource spend there will be a surrender from the capital budget in the next monitoring round.
- The team agreed that further work was needed to scope the website development and support requirements and estimated costs before a resource pressure bid is submitted.
- There is no further update on the Futures Exercise for 2022-23 to 2024-25.
- An overpayment of salary has been made in error by HR Connect. Further clarification has been requested on the calculation of the actual amount. Action will be taken to recoup the money.

Action: JC and MMcV

4.0 Staff and Resource

- The new full time Inspector will commence employment at the end of July.
- A job description is being drafted for the new Business Support role which will then go through a JEGS evaluation. Once this has been completed, a business case for filling the post will commence.
- JC has asked all staff to take leave during the summer months to ensure everyone has



a proper break and the minimum amount of leave is carried forward.

Action: JC and MMcV

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 Annual Report and Accounts report is well advanced. The Auditors are still awaiting two items of assurance regarding IT Assist and HR Connect. The report will be finalised once that information is received.

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 Criminal Legal Aid Processing report will be published 22 June.
- JD and DMacA presented to the Criminal Bar Association Conference on Saturday 18 June and JD presented to the IMB AGM on Monday 20 June.

7.0 Effectiveness of the Quality Management System

- The monthly report was presented by JC.
- One internal audit took place in the area of Financial Management.
- There was one non-conformance and eight areas for improvement identified in the audit. Work will begin to correct the issues raised.
- New IT Assist SLA/MoU in place
- Finalising the revised RQIA protocol and ETI protocol will be pursued by JC.

Action: JC

8.0 Inspection Programme - ISO Clause 9.1.3 (c)

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

9.0 AOB

- JJ updated the team regarding her replacement. Handover is expected to take place by September 2022.

9 August 2022

Jacqui Durkin

Date

Next meeting – Tuesday 19 July 2022 at 10:00am
Inspector attending – Maureen Erne