

Senior Management Team Meeting Outputs – 21 July 2020

Attendees: Jacqui Durkin, Chief Inspector (JD)
James Corrigan, Deputy Chief Inspector (JC)
Meloney McVeigh, Business & Communications Manager (MMcV)
Ian Cameron, Inspector (IC)
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 4: Inspector pay scale - actioned.
- Pt 4: Annual Leave – actioned. The cost of accruing annual leave was discussed. JJ advised that this was being monitored and had the potential to create a budget issue if not managed. JD stated that up to nine days annual leave can be carried forward otherwise everyone should be planning to use their annual leave allowance other than long term sick absence reasons. JJ will monitor annual leave accumulation on a monthly basis.
- Pt 5: PPE – 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.

Resource funding – June 2020 position:

- Cash Resource budget of £1.3m.
- Capital budget of £10k for mobile phone replacement (funding for replacement office furniture £8k not funded).
- Non Cash Resource budget £23k.
- Staff spend against budget has a £3k overspend; Non Staff spend against budget has a £7k underspend and non-cash resource spend (depreciation) is on target.

June monitoring revised position:

- Cash Resource budget 2020/21 on 16 July as £1,127k;
- Capital budget 2020/21 revised to £18k (original request at the start of the year now fully funded).
- Revised profiling to be submitted to FSD by 29 July 2020.
- The 2020-21 exercise to identify financial impacts of Covid-19 return submitted to the Department on 20 May 2020, identifying no financial impacts at this time but highlighting that any in year budgets cuts would present risks for CJI. A further request for equality impacts was submitted on 1 June 2020.
- The IFRS 16 Lease Reclassification exercise assessment has been shared with the CJI external Auditors, Deloitte for consideration. Deloitte have requested further details on the arrangements with DoF that have been assessed against IFRS 16 as part of their audit queries.
- There was a discussion about overtime expenditure and the need for clarity and

transparency for the team.

- JC agreed to provide this.

Action: JC

4.0 **Staff and Resource**

- JD advised that the Inspector interviews will take place on 20 and 21 August in CJI offices.
- The business case for the shortfall funding for an additional full-time Inspector is with JD and MMcV for comment.
- On part-time Inspector will leave CJI on 30 September 2020 and take any outstanding leave prior to that date.

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 has completed returns in relation to CJI participation in the VES exercise in 2016 and the HR Services transformation project.
- Facemasks and sanitiser has been purchased and is now available in the office ready for use. The delivery of gloves is outstanding.

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)**

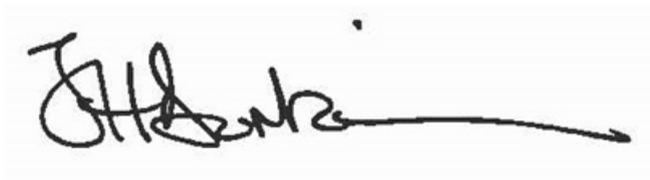
- The Child Sexual Exploitation inspection report was published with good media coverage.
- The Key Facts document published with the report was a success with positive feedback received.
- The Victims and Witnesses report is being finalised for publication on 29 July.
- The Annual Report and Accounts will go for design, once the report is finalised.
- Correspondence has been received from the NIPB and the PSNI in response to the CI's letter on the CSE report.

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

- The inspection programme will be discussed at the general staff meeting 22 July.

8.0 **AOB**

- There were no further points for discussion.



Jacqui Durkin

25 August 2020

Date

Next meeting –Tuesday 11 August 2020 at 10:00am
Inspector attending – Stevie Wilson