



Senior Management Team Meeting Outputs – 21 September 2022

Attendees: Jacqui Durkin, Chief Inspector (JD)
James Corrigan, Deputy Chief Inspector (JC)
Meloney McVeigh, Business & Communications Manager (MMcV)
Joanne Jamison, FSD (JJ)
Rachel Lindsay (RL)
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)**

- 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 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 £2k;
 - non-staff indicates an underspend of £9k; and
 - non-cash resource spend (depreciation) against forecast overspend of £1k which will even out over the year.

2022-23 In-year exercise

- The in-year exercise was completed and submitted to FSD at the end of August advising that CJI anticipate there will be no pressures or easements from the 2022-23 Resource Contingency Planning budget allocation. A small release of £1k has been advised from the non-cash resource budget following a review of the non-current assets.

Pay and energy forecast

- An exercise has been completed and submitted to FSD detailing the additional costs involved for implementing a pay award (assumed at 2.5%) and advising that DoF had confirmed any rise in energy costs would not be passed on in this financial year. CJI will be able to manage these additional costs from the current budget.

Capital Exercise 2023-2033

- A capital exercise was submitted to FSD on 12 September outlining CJI's capital requirements to 2033.
- There is no further update on the Futures Exercise for 2022-23 to 2024-25.
- SMT agreed the overpayment to a retired member of staff, now sadly deceased, was written off.



- JJ advised that Michael Rafferty will take over the CJI accounts from next month. JD and the SMT thanked Joanne for all her work over the past years.

4.0 Staff and Resource

- The new full time Inspector resigned to take up a senior role in their previous organisation, however, another candidate will be appointed from 21 November.
- The JEGS evaluation for the Business Support post has been evaluated as Staff Officer grade by Beamans. The recruitment process will be progressed at pace to fill the post as soon as possible. All agreed this is unlikely to be achievable before March 2023.

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 Stakeholder Consultation event has been rescheduled to January 2023.
- Sponsor Department's review of CJI is being planned. An update against the 2008 Hunter Review recommendations has been submitted and will be discussed at the next Quarterly Oversight meeting. A new version of the Partnership Agreement will also be discussed.

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 Woodlands JJC report is being prepared for publication on 28 September.
- A Freedom of Information request in relation to the NIPS Care and Supervision Units has been responded to and uploaded onto the website.

7.0 Effectiveness of the Quality Management System

- The monthly report was presented by JC.
- Four internal audits took place in the areas of: Preventative and Corrective Actions; Supplier, Resource and Asset Management; Follow-up Reviews; and Records and Document management.
- There were no non-conformances and a few areas for improvement identified in the audits. Work will begin to correct the issues raised.
- Outstanding non-conformances and AFIs were reviewed and actions agreed. JD thanks LB and David MacAnulty for their work on these.
- **Action: JC to write to HR Connect regarding the overpayment and raise with Sponsor Department.**

8.0 CJI Protocols and MoUs

- The Protocol with the PSNI has been reviewed and updated. The new protocol is linked to the spreadsheet.
- An Information Sharing Protocol for the Child Protection inspection to be discussed and agreed.
- **Action: JC and RD**

9.0 Inspection Programme - ISO Clause 9.1.3 (c)

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



10.0 AOB

- There were no further issues to discuss.

Jacqui Durkin

18 October 2022

Date

Next meeting – Wednesday 19 October 2022 at 10:00am
Inspector attending – David MacAnulty