

Senior Management Team (SMT) Meeting Outputs – 14 December 2023 at 10am

Attendees: Jacqui Durkin, Chief Inspector (JD)
James Corrigan, Deputy Chief Inspector (JC)
Michael Rafferty, FSD (MR)
Roisin Devlin (RD)
Linda Boal, CSO (LB)

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

1.0 Minutes

- JD wished to record SMT's condolences to MMcV on the death of her husband, Alan.
- 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)**

- MR distributed papers in advance of the meeting showing the position as at end of November 2023 declaring a pressure of £101k.
- A budget re-profiling exercise for the period October 2023 to March 2024 was completed in October. The Department of Finance requested a scenario planning exercise and radical options for spending efficiencies.
- The Domestic Abuse Act Part I Review work is currently forecasting a small underspend, this may reduce before year end.
- There was a discussion around the budget pressures and CJI's ability to conduct an unannounced prison inspection without confirmed funding for HMIP. Planning is underway but this inspection cannot proceed without additional required funding and a decision to cancel may be required soon. JC to discuss 2024 cost estimates further with HMIP.

Action: JC

4.0 Staff and Resource

- Contingency arrangements are in place to cover a long-term sickness absence.
- Preparation is ongoing for the ISO accreditation visit in January 2024.
- The new Inspector Teams will transition from January 2024 for new inspections.
- Adult Safeguarding training took place for the CI, DCI and Inspectors and thanks was expressed to ME for organising this.
- The CJI Distress Protocol was discussed at the General Staff Meeting on 13 December and will be taken forward as agreed.

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)**

- JC will meet with the NI Audit Office today to discuss the fee increase.



- The request for funding to provide a new website was discussed at the Quarterly Oversight Meeting with Sponsor Department. CJI cannot proceed with the preferred option due to lack of funding and will now move to the third preferred option of a fix to the existing site. This does not provide value for money in the longer term but is the only current affordable option. The current contract expires at the end of February 2024. The site will then migrate to the updated version of Kentico.

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 Cyber Crime Follow-Up Review was published on 23 November 2023.
- JD and IF are progressing a number of inspection reports for publication in the New Year.
- Social media coverage to mark 20 years of CJI is being planned to begin from January 2024 in addition to usual posts.

7.0 Effectiveness of the Quality Management System

- The monthly report was presented by James Corrigan detailing the two final audits for this year.
- JC had presented the ISO end of year review at the staff meeting on 13 December and will share the presentation with staff by email.
- **Action: JC**
- The SMT decided that ISO accreditation for the Quality Management System should continue given its value internally and externally.

8.0 Inspection Programme - ISO Clause 9.1.3 (c)

- The inspection programme was discussed in detail at the staff meeting on 12 December 2023. There were no further issues to address.

9.0 AOB

- In the event of a Northern Ireland Assembly being restored in the New Year, plans will be put in place to brief a Minister of Justice and new Committee for Justice (Cfj). Communication with the Cfj secretariat has already commenced.
- JC is processing a complaint received in relation to the inspection of Approved Premises.

Jacqui Durkin

17 January 2024

Date

Next meeting – Wednesday 17 January 2024 at 10:00am
Inspector attending – Rachel Lindsay