



## Senior Management Team Meeting Outputs – 16 March 2022

**Attendees:** Jacqui Durkin, Chief Inspector (JD)  
James Corrigan, Deputy Chief Inspector (JC)  
Meloney McVeigh, Business & Communications Manager (MMcV)  
Maureen Erne, Inspector (ME)  
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)**

- Paragraph 3 actioned, two at paragraph 7 action deferred for further consideration and available resource.

### 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 – October 2021 position** (based on October profiling)

- The final budget allocation for 2021-22 was confirmed on 14 April 2021 as Cash Resource budget for 2021-22 £1,127k (flat cash) and Non Cash Resource budget (depreciation) 2021-22 £6k.
- CJI commenced the 2021-22 financial year with a cash resource pressure of £87k which was revised down to £76k in the October monitoring round.
- £12k easement advised in January monitoring round.
- The current position against forecasted figures are as follows:
  - Staff spend against forecast to date indicates an underspend of £5k;
  - Non Staff spend against forecast to date indicates an overspend of £4k;
  - Non cash resource spend against forecast indicates an underspend of £1K but is on target for year-end;
  - Capital - no bid was submitted in the 2021-22 financial year.
- JC, MMcV and JJ reviewed the February 2022 position and the forecasted spend for March and have advised Sponsor Department of a further £20K easement, revising annual budget to £1,135k.
- Pressures were revised for the 2022-23 financial year to a total of £70K. This was made up of staff salary pressures at £63K, £5K on consultancy and a possible increase in energy costs expected to come through as an increase in the accommodation costs of £2K.
- The SMT will meet to discuss the development of a business case and capital bid for the development of a new website.

**Action: LB to arrange**

### 4.0 Staff and Resource



- The recruitment exercise for a full time Inspector is underway and the tender for a recruitment agency is live.
- A member of the Business Support team is due to retire at the end of March 2022. SMT are considering resource required to meet business needs, Inspectors have been consulted on their views.

#### **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)**

- MMcV had investigated BOX software for the secure sharing of documents related to inspection work. IT Assist cannot provide this due to the CJI email addresses not sitting on their platform. The Secure File Transfer Protocol is being used as an alternative.
- The draft 2022/23 Business Plan is almost finished and will be shared with Sponsor Department prior to Ministerial submission.

#### **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 Magilligan prison and NIPS Care and Supervision Units reports were published with good media coverage.
- The Court Custody inspection is being prepared for publication next week.
- JD, RL and RD have been invited to attend the Lord Mayor's Connect Conversation event looking at the experiences of women who come into contact with the criminal justice system.

#### **7.0 Effectiveness of the Quality Management System**

- The monthly report was presented by JC. The report identified a number of points for consideration by the SMT.  
**Action: LB and JC to have a follow-up meeting**
- The ISO surveillance audit took place remotely in January 2022.
- The audit resulted in the continuation of ISO certification for the CJI Quality Management System with no non-conformances or areas for improvement identified.
- JD expressed her thanks to DMacA and LB for their work in retaining ISO accreditation.  
The 'Approved Premises' inspection will follow the standard methodology and will be removed as an outstanding action on the performance report.

#### **8.0 CJI Sustainability and Recovery Plan**

- There were no changes to the Sustainability and Recovery Plan.
- Staff continue with a mix of office working, face to face and remote fieldwork.
- Any staff with Covid or similar symptoms should not attend the office.

#### **9.0 Inspection Programme - ISO Clause 9.1.3 (c)**

- The inspection programme was discussed in detail at the Inspector's meeting on Monday.
- The status of current inspections was noted.

#### **10.0 AOB**



- There were no further points for discussion.

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**Jacqui Durkin**

12 April 2022

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**Date**

Next meeting – Tuesday 12 April 2022 at 10:00am  
Inspector attending – Muireann Bohill