



## Senior Management Team Meeting Outputs – 12 January 2023

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

MR distributed papers in advance of the meeting showing the position as at December 2022.

#### **Resource budget 2022-23**

- The budget for the year has now been finalised.
- The current position against budget based on the opening profiling was reported as:
  - staff indicates an underspend of £3k;
  - non-staff indicates an underspend of £12k;
  - non-cash resource spend (depreciation) against forecast overspend of less than £1k; and
  - There is no under/over spend on capital to date.
- The Department have advised that the easement of £25K should be retained and will be kept under review.
- The Department formally commissioned an information gathering exercise in relation to setting the 2023-24 budget on 22 December and the return was submitted prior to 12 January.
- The external audit (testing) has commenced. The revised audit approach advised by the NIAO is more detailed and extensive in relation to audit planning and testing. It is likely to result in additional audit charges and increased information requirements from Deloitte and the NIAO.

### 4.0 Staff and Resource

- MMcV will again contact the Recruitment Agency to recruit a temporary Business Support position.
- The Business Support Staff Officer vacancy will be advertised on Friday 13 January. Video messages and social media have been prepared for use.



**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)**

- External audit testing has commenced in preparation for the full audit.
- The Business Case for HR Support is ready to be submitted to the Permanent Secretary for approval.
- Work has commenced on the Corporate and Business Plan.

**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 Bail and Remand inspection report was published 11 January with good media coverage.
- The Leadership and Development inspection is being prepared for submission to the DoJ Permanent Secretary for permission to publish.

**7.0 Effectiveness of the Quality Management System**

- The monthly report was presented by JC.
- All internal audits have now taken place.
- Process Owners are reminded to review their processes in preparation for the Surveillance visit on Thursday 26 January.

**Action: All Process Owners**

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

- The inspection programme was discussed with no major issues to address since the recent Team meeting.
- Internal consultation on the new Inspection Programme took place at the January Inspectors' meeting.

**9.0 AOB**

- There were no further issues to discuss.

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**Jacqui Durkin**

16 February 2023

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**Date**

Next meeting – Thursday 16 February 2023 at 10:00am  
Inspector attending – Muireann Bohill