

Senior Management Team Meeting Outputs – 20 July 2023 at 10am

Attendees: Jacqui Durkin, Chief Inspector (JD)
Meloney McVeigh, Business & Communications Manager (MMcV)
Michael Rafferty, FSD (MR)
Maureen Erne (ME)
Linda Boal, CSO (LB)

Apologies: James Corrigan, Deputy Chief Inspector (JC)

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 end June 2023.
- The accounts currently show a £10k overspend that will be corrected on transfer of the confirmed additional £50k DoJ funding for the Domestic Abuse Act Part I Review.
- The mid June monitoring process confirmed the required £106k additional funding.
- The CJI Accounting Officer, JC, has written to the Director of Justice Delivery to emphasise the significant risks and challenges CJI is facing to meet maintain essential required services and deliver Business Plan objectives within the current budget allocation.
- MR thanked everyone for their help in finalising the Annual Report and Accounts which was published 7 July 2023.
- The pay remits have been approved for payment in July salaries.
- The Account NI system upgrade will take place from 6-26 September 2023 and cannot be used during this period. MR and Rachel Lindsay will discuss any required payments to external associate Inspectors. Staff are advised to use their Procurement Cards if required and appropriate.

Action: MR and Rachel Lindsay

4.0 Staff and Resource

- Associate Inspector support to assist with the Domestic Abuse and Civil Proceedings Act part I Review work has been sourced.

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)**

- Permission to publish the CJI Corporate and Business Plan has been received and



publication is planned next week.

- JD advised that adult safeguarding training would be discussed with ME and JC in the next two weeks.

Action: JD, JC and ME

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)**

- Social media posts are planned over the summer holiday period to link up with relevant events.
- The publication of Inspection Reports over the autumn period is being planned with two scheduled for September.

7.0 Effectiveness of the Quality Management System

- There were no audits carried out during this reporting period. Several audits are currently taking place and will be reported next month. LB and David MacAnulty have commenced training Isabel Faggioli on the audit process.

8.0 Inspection Programme - ISO Clause 9.1.3 (c)

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

9.0 AOB

- JD advised that she was meeting Lisa Rocks, Access to Justice Directorate, next week for a general catch up.

Jacqui Durkin

23 August 2023

Date

Next meeting – Wednesday 23 August 2023 at 10:00am
Inspector attending – Muireann Bohill