

Senior Management Team (SMT) Meeting Outputs – 10 April at 12 noon.

Attendees: Jacqui Durkin, Chief Inspector (JD)
James Corrigan, Deputy Chief Inspector (JC)
Meloney McVeigh, Business & Communications Manager (MMcV)
Michael Rafferty, FSD (MR)
Roisin Devlin (RD)
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 current provisional full year spend to budget position. The year-end figures will be finalised later this month, but no significant changes are expected.
- This shows an underspend of £85K which is mainly due to the inability to utilise the additional resource budget received on 22 February 2024 and comply with procurement policy and practice. Sponsor Department have been regularly notified of the projected underspend as part of the weekly updates from late February regarding projected full year expenditure.
- Due to unforeseen supply issues, four replacement mobile phones were not received by year end which is the primary reason for the capital budget underspend.
- Additional payroll liabilities may have to be reflected in the 2023-24 accounts concerning the holiday pay ruling. Legal advice has been obtained from the Departmental Solicitor's Office in relation to this. The interim NICS policy will be adopted for CJI staff as it appropriately applies, this will be communicated to all staff.
- Work continues on drafting the Annual Report and Accounts with no material issues to report. Initial planning meeting with new Auditors has taken place. Timing of on-site work need to be confirmed which will be raised at ARAC meeting this week.

Action: JC

4.0 Staff and Resource

- One Inspector has commenced a reduced working hours pattern from 1 April 2024.
- The member of staff on long-term sickness absence continues with a phased return and will commence full time working from 22 April 2024.

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 business case pay remits are being prepared. MR has updated the finance section and JC and MMV will complete the narrative.
- JC thanked MR for the draft of the Annual Report and Accounts. JC will complete the narrative and forward to JJ for review by Friday 12 April.
- JD has shared the draft Business Plan internally for comment and review by 12 April 2024, it will be finalised for sponsor team review.
- JC has arranged SIB support in April to finalise a business case for the new website.
- A new contract has been signed in relation to website accessibility software.

Action: JC and JD

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 articles to celebrate the CJI 20th anniversary continue.
- Planning is underway for hosting the five nations Policing Conference in May.
- The Effectiveness of Part I of the Domestic Abuse and Civil Proceedings Act report is being prepared for publication on 17 April.

7.0 Effectiveness of the Quality Management System

- James presented the monthly report to the SMT.
- One audit was carried out this month of the Inspection Programme and Customer Feedback processes. The processes were found to be working well, with no non-conformances or areas for improvement identified.

8.0 Inspection Programme - ISO Clause 9.1.3 (c)

- The Inspection Programme was discussed with no major issues to address.

9.0 AOB

- JC advised that Cathy Galway from the Education and Training Inspectorate will be the new non-executive member of the CJI Audit and Risk Committee from June 2024. Derek Anderson's term will finish at the 17 April meeting.

16 May 2024

Jacqui Durkin

Date

Next meeting – Thursday 16 May 2024
Inspector attending – Claire Feehan