



## Senior Management Team (SMT) Meeting Outputs – 21 March 2024 at 10am

- Attendees:** Jacqui Durkin, Chief Inspector (JD)  
James Corrigan, Deputy Chief Inspector (JC)  
Michael Rafferty, FSD (MR)  
Claire Feehan (CF)  
Linda Boal, CSO (LB)
- Apologies:** Meloney McVeigh, Business & Communications Manager (MMcV)

### 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)**

- None.

### 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 February 2024.
- An additional resource budget allocation of £136k was received on 22 February. This will fund previous bids for non-pay pressures, the NICS pay award and support for the prison inspection. However, given the short time frame it is not possible to utilise it for the website business case and required improvements.
- Given the limited timeframe for appropriate expenditure in year, the current estimate is for year end underspend of approximately £70k against budget.
- 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.
- Legal advice is that CJI should mirror the NICS temporary policy on holiday pay – SMT agreed that this policy should be effective from same date as the NICS (April 2020). This policy will be communicated to staff as soon as possible. Financial costs (including any claims) and means of processing payments through payroll to be immediately determined.
- **Action: JC**
- CJI is defined as a specified public service body by the Period Products (Free Provision) Act (NI) 2022; regulations are anticipated to be made in April 2024 with arrangements in place required by 12 May 2024. While the anticipated spend is not expected to be significant, it will be kept under review.
- Audit planning meetings have taken place during February. The audit strategy was issued by the NIAO and the timetable provided. JD will draft the foreword for the Annual Report which will be taken forward by JC.
- **Action: JC & JD**



- No formal update has yet been provided by the Department in relation to the 2024-25 budget.

#### **4.0 Staff and Resource**

- The member of staff on long-term sickness absence has now commenced a phased return.
- A full time Inspector will reduce to a four-day working week from 1 April.

#### **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 one year interim web site contract is now in place. The CE has made arrangements with the Strategic Investment Board for website business case development support.
- The business case pay remits are being prepared. MR has updated the finance section and JC will complete the narrative.
- **Action: JC**
- The Business Plan is being drafted following the internal discussion meeting held yesterday.
- **Action: 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)**

- The Forensic Services report was published on 29 February with limited media attention.
- The Community Safety and Local Policing Arrangements incorporating the PCSP FUR report was published on 21 March with substantial media coverage on tv, radio and press.
- Social media articles to celebrate the CJI 20<sup>th</sup> anniversary continue.
- Anonymous correspondence and other e mails have been received and appropriate action taken.
- JD participated on a panel at the Criminal Justice System North and South – Current Challenges and Opportunities for Change event in Newry organised by NIACRO and IPRT.

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

- The programme of internal ISO audits will commence later this month.
- IF has completed the ISO Internal Auditor training programme and will assist with the audit programme.

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

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



**9.0 AOB**

- There were no further points for discussion.

10 April 2024

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**Jacqui Durkin**

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**Date**

Next meeting – Wednesday 10 April at 12 noon 2024  
Inspector attending – David MacAnulty