

Senior Management Team (SMT) Meeting Outputs – 15 February 2024 at 10am

Attendees: James Corrigan, Deputy Chief Inspector (JC)
Michael Rafferty, FSD (MR)
Maureen Erne (ME)
Linda Boal, CSO (LB)

Apologies: Meloney McVeigh, Business & Communications Manager (MMcV)
Jacqui Durkin, Chief Inspector (JD)

1.0 Minutes

- Minutes of the previous meeting were agreed and signed by JC.

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 of January 2024 currently showing a small underspend, which is a slight improvement on last month.
- An extra £1k capital budget has been received to cover the replacement of mobile phones.
- The current forecast reflects the expected costs associated with the affordable option of transitioning the website to a new interim hosting, maintenance, support and licensing contract. No additional funding was provided in response to bids throughout 2023 and the preferred option could not be progressed.
- The forecast excludes the potential pressure of the full cost of HMIP support for the 2024 prison inspection expected to be £42K.
- No update has been provided from the Department on a 2023 pay award or if additional funding will be provided to meet that cost.
- The SLA for the next three years between Financial Services Division and CJI was signed in February 2024.

4.0 Staff and Resource

- Contingency arrangements continue to cover a long-term sickness absence and absence policy procedures are being followed.
- A full time Inspector has made a request to reduce to a four-day working week.

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)**

- JC and MR met with FPM and the NIAO to plan the external audit which will begin in March.
- The internal audit of the area of HR support will take place during March.



- JC will seek legal advice from DSO regarding the Holiday Pay ruling policy and potential liability.

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 Maghaberry and Magilligan IRP reports were published with excellent media coverage.
- The Forensic Services report is being prepared for publication at the end of February.
- The Review of the Effectiveness of Part I of the Domestic Abuse and Civil Proceedings Act is being prepared for permission to publish.
- CJI have been invited to present to the Justice Committee on Thursday 22 February and JC will prepare a briefing paper.

7.0 Effectiveness of the Quality Management System

- CJI successfully retained the ISO 9001 accreditation for all its processes at an audit carried out on 25 January 2024 by NQA.
- The NQA Management Systems Surveillance Process audit report was shared which showed no non-conformances or areas for improvement.

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.

Jacqui Durkin

21 March 2024

Date

Next meeting – Thursday 21 March 2024 at 10:00am
Inspector attending – Rachel Lindsay