



Senior Management Team Meeting Outputs – 14 December 2022

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 position as at November 2022.

Resource budget 2022-23

- The current position against budget based on the opening profiling was reported as:
 - staff indicates an underspend of £9k;
 - 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.
- JC, MMcV and MR met to review the budget and update the year end position.
- An easement of £25K had been identified.
- The £15k additional funds in relation to the Domestic Abuse Act Part I review work have been transferred.
- MR has produced an indicative analysis for next year's budget for planning purposes.
- The challenges of a flat or reduced budget including the likely increases in charges and salaries was discussed. The pressures on limited discretionary spend and external Inspectorate costs may jeopardise the affordability of a prison inspection and ability to fulfil our independent statutory remit.

4.0 Staff and Resource

- The temporary agency support position remains unfilled and is now paused until the New Year. JD recognises the challenges in the employment market but would be keen to pursue given the implications for other work areas and pressures being carried.
- The Business Support Staff Officer vacancy will be advertised in January. Video messages will be recorded for social media use.
- The HR Support Services tender is now ready to be submitted to the DoJ Permanent



Secretary for approval.

- 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 in relation to Employer and Public liability insurance is still awaiting approval.
 - Scoping work continues in relation to the new web site. JD stated this was becoming time critical and a project timeline and key actions should be developed.
 - An internal audit is in progress around the area of Information Assurance and Cyber Security. The CJI Risk Register will be reviewed to address any findings.
Action: JD, JC & MMcV
 - MMcV will circulate an indicative timeline for the production of the new CJI Corporate and Business Plan.
Action: MMcV
- 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 is with the Permanent Secretary for permission to publish.
 - The RQIA and CJI protocol will be promoted when the RQIA Board have ratified.
- 7.0 Effectiveness of the Quality Management System**
- The monthly report was presented by JC.
 - All internal audits have now taken place.
 - The remaining AFIs and Non-conformances were discussed and actions updated.
- 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 will take place at the January Inspectors' meeting.
- 9.0 AOB**
- There were no further issues to discuss.

Jacqui Durkin

12 January 2023

Date

Next meeting – Thursday 12 January 2023 at 10:00am
Inspector attending – Maureen Erne