

Senior Management Team Meeting Outputs – 22 May 2023 at 10am

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

Apologies: Linda Boal, Corporate Secretariat Officer (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)**

- No finance papers were presented at this meeting.
- MR explained the opening budget position for 2023-24 had been agreed and details circulated to the Senior Management Team. While CJI's budget has been reduced by 1.9%, the cut is less than the 4.75% reduction advised as part of the indicative resource budget offering CJI a little more flexibility.
- No confirmation has been received from DoJ to date in respect of funding for the statutory review of Part I of the Domestic Abuse and Civil Proceedings (NI) Act 2021 Domestic Abuse, however work is being progressed in anticipation that the agreed ring-fenced funds will be provided to CJI.
- MR advised that communication about future pay awards and pay pressures indicated a potential 5% pay award for NICS staff in August 2023. If applied this would require CJI to allocate funding to meet this cost of the award. A pay pressure exercise recently completed and submitted indicated the Department of Finance may fund 2% of such a pay award with individual organisations required to find the balance.
- Work is ongoing in connection with the 2022-23 Annual Report and Accounts and fieldwork is continuing.

4.0 **Staff and Resource**

- MMV said work on the 2022 pay remits for CJI had been undertaken with the required documentation progressed as soon as possible.

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)**

- CJI's Corporate Plan 2023-26 and Business Plan incorporating the 2023-24 Inspection Programme is with sponsor division in DoJ for review in advance of preparation for submission to the Permanent Secretary for Permission to Publish.



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 CI, DCI, BCM and two members of the Inspection Team are due to attending the Policing Inspectorates Forum Conference in Edinburgh on 23 May.
- CJI's inspection of CRJI and its accredited schemes is due for publication on 25 May.
- Work continues in preparation for the publication of reports on the joint pilot inspection of Child Protection Arrangements, an inspection File Quality and Disclosure and Maghaberry Prison in the coming weeks.

7.0 Effectiveness of the Quality Management System

- QMS Internal Audits have indicated some SLAs/MoUs are due to be updated.
- An MoU between CJI and ETI has been agreed and signed.

Action: JD to follow-up with the Corporate Secretariat Officer on which MoUs/SLAs require updating. internal audit programme is about to commence and will cover all process areas.

8.0 Inspection Programme - ISO Clause 9.1.3 (c)

- The inspection programme was discussed with no major issues to address.
- Fieldwork for the inspection of Forensic Services was undertaken during w/c 15 May.
- Fieldwork for the inspection of Community Policing and Local Policing Arrangements will commence in June.
- JD has received a letter from the Director General of the Northern Ireland Prison Service on the Maghaberry Prison Inspection. A letter of response has been drafted by the CI.
- The Inspection Monitoring spreadsheet has been amended to include indicative draft report and publication dates to assist publication planning.

9.0 AOB

- There were no further issues to discuss.

Jacqui Durkin

29 June 2023

Date

Next meeting – Thursday 29 June 2023 at 10:00am
Inspector attending – Roisin Devlin