

## Senior Management Team Meeting Outputs – 16 March 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)  
Rachel Lindsay (RL)  
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 year end 2022-23.

#### **Resource budget 2022-23**

- The current position against budget based on the opening profiling was reported as:
  - staff indicates an underspend of £16k;
  - non-staff indicates an underspend of £46k; and
  - non-cash resource spend (depreciation) against forecast overspend of less than £1k.
- The main reasons for the underspend were explained and agreed by the Management Team.
- CJI need to purchase capital equipment required by the new SO at an estimated cost of £1K but this overspend will be absorbed by available capital underspends within our sponsor directorate.
- Reviews conducted in December and January identified and agreed projected unutilised current year funding for released back to the Department of £40K.
- There is no further update from the Department in relation to the exercises completed in January.
- The budget for next year is expected to be reduced by a greater percentage than prior years which is deeply concerning.
- MR asked all staff to submit travel claims etc as soon as possible to ensure they are included in the current year budget.
- **Action: All Staff**

### 4.0 Staff and Resource

- The Business Support Staff Officer will take up employment on 22 March 2023.
- The Business Support EOI will take partial retirement from April 2023.



**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)**

- Work continues to progress the draft Corporate and Business Plan with a draft expected for review next week.
- **Action: MMcV**
- Preparation to on board and induct the new SO is underway with the necessary paperwork submitted.
- The response to the Free Period Products policy has been shared with JC and JD.
- A response to the Health and Safety policy has been submitted to the Premises officer.
- Work to secure assistance from HMICFRS and HMCPSI Associate Inspectors is ongoing.

**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 Leadership Development and Wellbeing Support report was published 28 February 2023.
- The Review of Probation Approved Premises is being progressed for publication at the end of March or early April.
- The NPM Annual Report publication has been delayed and may not be published before their conference in Belfast on 13 April.
- The Maghaberry Prison report is being prepared for publication in April/May.
- Representatives from CJI will attend the Police Inspectorate Forum in Scotland in May.

**7.0 Effectiveness of the Quality Management System**

- NQA carried out the on-site recertification process audit on 26 January. The conclusion of the audit was Satisfactory with the re-issue of certification recommended. There were no non-conformances or areas for improvement identified.
- The new internal audit programme will commence in April.

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

- The inspection programme was discussed. JD's preference is to publish the Approved Premises report before year end if possible. A number of reports are at factual accuracy stage and will be sent for permission to publish early in the New Year. The impact of the purdah for local council elections was discussed.

**9.0 AOB**

- There were no further issues to discuss.



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**Jacqui Durkin**

27 April 2023

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**Date**

Next meeting – Thursday 27 April 2023 at 10:00am  
Inspector attending – David MacAnulty