

Senior Management Team (SMT) Meeting Outputs – 17 January 2024 at 10am

Attendees: Jacqui Durkin, Chief Inspector (JD)
James Corrigan, Deputy Chief Inspector (JC)
Michael Rafferty, FSD (MR)
Maureen Erne (ME)
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)**

- 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 December 2023 currently showing a small underspend.
- An extra £1k capital budget has been received to cover the replacement of mobile phones.
- The end of year forecasting predicts an overspend of £2k for the year.
- An exercise was completed mid-December in relation to the 2024-25 resource budget which outlined an expected pressure of £162k.
- There will be around a 30% increase in external audit fees and building security and cleaning charges for the 2024-25 year.
- There was a lengthy discussion about the funding required for an unannounced prison inspection and the website. A long term and value for money solution is needed for the website however this is currently unaffordable with no prospect of required funding. A short term solution was agreed as the only viable and affordable way forward at this time.
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4.0 **Staff and Resource**

- Contingency arrangements continue to cover a long-term sickness absence and absence policy procedures are being followed.
- The new Inspector Teams are in place and transition arrangements being planned.

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)**

- Business Case, procurement and finance arrangements for the CJI website will be taken forward by JC.
- Business cases in relation to audio visual equipment will be reviewed.



- **Action: JC**
- JD attended a meeting on CJI's obligations as a specified organisation under the Period Products (Free Provision) Act (Northern Ireland) 2022. JC and JD have agreed JD will take this forward for now..

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)**

- JD, JC and IF are working to progress media and comms in relation to 20 years of CJI which will launch this Friday.
- A number of inspection reports are being progressed for publication.

7.0 Effectiveness of the Quality Management System

- There were no internal audits to report since the last meeting.
- Preparation is ongoing in preparation for the ISO accreditation visit on 25 January.

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.

James Corrigan

15 February 2024

Date

Next meeting – Thursday 15 February 2024 at 10:00am
Inspector attending – Muireann Bohill