

Senior Management Team Meeting Outputs – 19 October 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 of the six months accounts as at end September 2023 showing a pressure of £107K.
- There was no substantive update on budget pressures being considered by the DoJ. A small overspend against the capital budget (for information security needs) was noted.
- The annual travel and subsistence budget is likely to be overspent given required fieldwork in organisations.
- A budget re-profiling exercise was commissioned for week ending 13 October.
- The resource budget planning exercise covering 2024-25 was commissioned including a refresh of ten year capital funding with returns due end of October.
- The indicative resource budget for 2024-25 is the same as the current budget reflecting a real terms cut.
- MMcV advised that the Print and Design contract is out for re-tendering.
- Funding for the replacement of the CJI website is still a significant concern.

4.0 **Staff and Resource**

- Mid-year staff appraisals are taking place. JC will use these to discuss the two Inspector team model with each Inspector..

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 on the Business Case for the website which will then be shared with JC for review.
- MMcV is working with MR and JC on budget exercises and with MC on Annual Accounts planning.

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 NIPS Care and Supervision Unit Follow-Up Review was published with a podcast which included NIPS participants. There was an unfortunate unknown clash with another planned criminal justice related topic.
- Preparation is underway to publish the Victims and Witnesses Follow-Up Review week commencing 23 October. The podcast includes the CJI Lead Inspector, DoJ, Victims Commissioner Designate and Victim Support NI participants. MMcV has asked the DoJ and the inspected bodies to advise of any planned releases or launches on planned publication day.
- The next planned publications are Cyber Crime Follow-Up Review and the Forensic Services inspection.
- Access to the DoJ press cuttings service from the Executive Information Service has been removed for Agencies/ALBs and NPBs has been removed. Access is now limited to DoJ staff only based on business need. CJI's business need for access to this service was discussed. JD asked MMcV to raise this with sponsor department and if a solution cannot be found raise as a pressure.
- **Action: MMcV.**

7.0 Effectiveness of the Quality Management System

- Planned internal audits have been postponed due to the volume of fieldwork currently underway.
- Several AFIs have now been actioned.

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

16 November 2023

Date

Next meeting – Thursday 16 November at 10:00am
Inspector attending – Roisin Devlin