



Senior Management Team Meeting Outputs – 16 November 2022

Attendees: Jacqui Durkin, Chief Inspector (JD)
James Corrigan, Deputy Chief Inspector (JC)
Meloney McVeigh, Business & Communications Manager (MMcV)
Michael Rafferty, FSD (MR)
Muireann Bohill (MB)
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. The format has been redesigned to show the information in graphic form. All queries raised were dealt with by MR.

Resource budget 2022-23

- The current position against budget based on the opening profiling was reported as:
 - staff indicates an underspend of £1k;
 - 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 asked for the easement figures to be included in the budget information going forward.

Action: MR

- JC will collate the amount of extra hours worked from Inspectors for budgeting purposes. All Inspectors will be reminded of the need to discuss additional hours needed and worked, in advance, with him and as part of one to one monthly meetings. This is important for staff wellbeing and budgeting.

Action: JC

- MR advised that the NIO have been holding meetings with Departments regarding their budgets.

4.0 Staff and Resource

- The new full time Inspector will take up post on 21 November 2022.
- The Business Support vacancy is being progressed. The tender exercise was awarded to Staff Line and the competition will go live early January 2023. The job description and questions are being finalised. Video messages will be recorded for social media use.
- The CJI Recruitment Policy has been reviewed and shared with Sponsor Department



for comment and agreement.

- CVs have been received in relation to the temporary EO I post and have been considered.

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 for the one year extension to the web site hosting contract has been prepared and MMcV is addressing a few queries before actioning.
- Work to develop the new website will progress in the New Year and may involve pre-market engagement.
- Quotes are being obtained in relation to Employer and Public liability insurance.

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 being prepared for publication. The Key Facts and Infographics are being finalised and the press release has been drafted. Publication is planned for week commencing 5 December.
- JD will be speaking at the NIACRO AGM on Thursday 17 November.

7.0 Effectiveness of the Quality Management System

- The monthly report was presented by JC.
- All internal audits have now taken place.
- Process Owners are reminded to review their process areas in preparation for the accreditation visit in January.

Action: All Process Owners

- JC will present the end of year review at the December staff meeting.

Action: JC

- The CJI and RQIA protocol will be finalised for signature.
- JC will contact ETI to finalise the MoU.

Action: JC and JD

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 issues to discuss.

Jacqui Durkin

Date



Next meeting – Wednesday 14 December 2022 at 10:00am
Inspector attending – Roisin Devlin