

Senior Management Team Meeting Outputs – 27 April 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)
David MacAnulty (DMacA)
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.
- The final expenditure for the year was £9K lower than forecast due to the staff pay award being less than anticipated.
- A previous £40k easement had been offered but was not taken up by the Department.
- The Department have advised an indicative resource budget for 2023-24 with a 4.75% reduction. The recent letter from the Deputy Finance Director was also discussed.
- This will mean any discretionary spend will be cut. There will be no scope for external inspection support including a prison inspection, new website development or meet expected costs of a 2023 pay award. The statutory review of Part 1 of the Domestic Abuse and Civil Proceedings (NI) Act 2021 cannot be completed without the necessary ring-fenced funding previously agreed.
- Business travel for inspection fieldwork is not discretionary and considered a necessary inspection programme delivery expense and will continue.
- CJI will continue to engage with the Department regarding the impact of this indicative budget.
- The CJI Annual Report and Account draft report is due to be submitted to the NIAO tomorrow and audit fieldwork will commence on 1 May.
- Work on the pay remits will commence as soon as possible.

4.0 **Staff and Resource**

- The Business Support Staff Officer commenced employment on 22 March 2023.
- The Business Support EOI took partial retirement from April 2023 reducing to a three-day working week.



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 narrative section of the Annual Report and Accounts report has been drafted.
- Work continues to progress the Corporate and Business Plan. The SMT will meet to discuss the Values section following team development day feedback and finalise both plans.
- Accommodation charges have increased by 1.5% administration charge from DoF.
- Work to secure assistance from HMICFRS and HMCPSI Associate Inspectors continues in anticipation of the required funding being released.
- Feedback has been received in relation to the HR Support business case and another one-year option will be added.
- The Departmental Review of CJI has been signed off by the Permanent Secretary and will be shared in confidence with staff and the Audit Committee NEDS.

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 Approved Premises report was published on 31 March 2023.
- CJI took part in the UK NPM Conference held in Belfast and the film and social media produced by CJI received very favourable comments from the Chair and members. JD expressed her thanks to MMcV and IF for their work on this.
- Work is progressing to finalise and publish several inspection reports, the Annual Report and Accounts and the Corporate and Business Plan prior to summer recess.
- JD has spoken with the Permanent Secretary in relation to requesting and receiving permission to publish the reports after the pre-election period and before summer recess.

7.0 Effectiveness of the Quality Management System

- The new 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.
- 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

22 May 2023

Date



Next meeting – Monday 22 May 2023 at 10:00am
Inspector attending – Dr Claire Feehan