

Senior Management Team Meeting Outputs – 21 September 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 end August 2023 showing a pressure of £106K.
- The transfer of £50K from the Department for the Domestic Abuse Act Part I review work has been received although not yet reflected on the Account NI dataset due to Account NI downtime.
- The first stage of the work leading up to the Annual Report and Accounts will be undertaken during October with the production of the financial statement for year end to September. The verification of physical assets will be undertaken as part of this work.
- The SLA between CJI and FSD is with FSD for signature.

4.0 Staff and Resource

- No update required.

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 Financial Procedures manual is being updated.
- The Business Case for the CJI Website is being drafted and will need dedicated time to complete.
- **Action: JC and MMV**

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 Vulnerable Older People report was published on 14 September with good media coverage.
- The Care and Supervision Unit follow-up review report is being prepared for



publication on 28 September.

- Social media content in relation to Justice Week is being prepared.
- The Mela presence was a good opportunity for organisational visibility but limited opportunities for meaningful engagement. The value versus the affordability of future participation will be considered next year.

7.0 Effectiveness of the Quality Management System

- There were three audits carried out during this reporting period which included Preventative and Corrective Actions, Supplier, Resource and Asset Management and Follow-up Reviews process areas. A few Areas for Improvement were identified. Work is ongoing to correct the issues raised.
- The Documents and Records Policy review has been completed and will be circulated for comment.
- **Action: JC**

8.0 Inspection Programme - ISO Clause 9.1.3 (c)

- The inspection programme was discussed with no major issues to address.

9.0 AOB

- RL raised Police Service revetting requirements were discussed, JC to follow up.
- **Action: JC**

Jacqui Durkin

19 October 2023

Date

Next meeting – Thursday 19 October 2023 at 10:00am
Inspector attending – David MacAnulty