

Senior Management Team Meeting Outputs – 16 November 2023 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 of the seven months accounts as at end October 2023 showing a pressure of £105k.
- A further in-year monitoring exercise is due next week. MR and JC to discuss after this meeting.
- The exercise commissioned for 2024-25 was submitted stating that pressures will be substantial.
- Funding for the replacement of the CJI website and a prison inspection are still significant risks and concerns.
- The asset verification exercise was completed. JD thanked LB for her work on this.

4.0 Staff and Resource

- Appropriate contingency arrangements will be agreed for BCM duties. JC will cover BCM finance responsibilities working with MR in the interim.
- Next years' Inspector teams will be discussed by JD and JC.
- **Actions: JD and JC**
- Adult Safeguarding training sessions are scheduled in November and December.

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 website will be finalised for submission to sponsor.
- **Action: JC**

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 Victims and Witnesses Follow-Up Review was published 26 October with good



media coverage.

- The Cyber Crime Follow-Up Review is being prepared for publication.

7.0 Effectiveness of the Quality Management System

- Planned internal audits which were postponed due to the volume of fieldwork will take place before the end of November.

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.

14 December 2023

Jacqui Durkin

Date

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