

Senior Management Team Meeting Outputs – 23 August 2023 at 10am

Attendees: Jacqui Durkin, Chief Inspector (JD)
James Corrigan, Deputy Chief Inspector (JC)
Michael Rafferty, FSD (MR)
Muireann Bohill (MB)
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 as at end July 2023. The papers now include a graph showing Discretionary Expenditure.
- The accounts currently show a £20k overspend mainly due to the budget in relation to the Domestic Abuse and Civil Proceedings Act Part I Review not yet being transferred.
- JC will raise the Discretionary Spend table at the Quarterly Oversight meeting with the DoJ Sponsor.
- **Action: JC**
- JC was informed by email on 22 August regarding the Revised Budget Allocation 2023-24 which includes the transfer of £50k in relation to the Domestic Abuse work. The letter refers to the difference between the Indicative Budget and the Final Opening Budget (£34k) as an additional allocation, however, this restores the allocated budget to the original bid.
- The need to progress the website business case, options and risk management were discussed. Information security is a topical issue and a secure website is a necessity.
- The Account NI system upgrade will take place from 6-26 September 2023 and cannot be used during this period. Staff are advised to use their Procurement Cards if required and appropriate. MR will email staff with details.
- **Action: MR**

4.0 Staff and Resource

- JC will remind all staff to manage their annual leave entitlement and that a maximum of nine days will be approved for carry over to the next leave year.
- **Action: JC**
- No overtime is being authorised except for work on the Domestic Abuse and Civil Proceedings Act Part I review. Any other overtime incurred will be matched with time off in lieu.



- 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)**
- No update required.
- 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)**
- Permission to publish the Vulnerable Older People report has been received with publication planned for September.
 - The Care and Supervision Unit follow-up review report is being prepared for publication.
 - CJI will have a presence at the DoJ stand at the Belfast Mela event on Sunday 27 August, volunteer staff have been assigned a time slot.
- 7.0 Effectiveness of the Quality Management System**
- There were three audits carried out during this reporting period which included the Financial Management, Full Inspections and ICT process areas. One non-conformance and various Areas for Improvement were identified. Work is ongoing to correct the issues raised.
 - The Documents and Records Policy Review is being progressed and will be circulated for comment and ARAC updated.
 - **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**
- The Business Support team have reviewed the CJI Freedom of Information process and associated controls. JC will share with staff for comment. The revised process will then be linked to the Quality Management System process map.
 - **Action: JC**
 - JC is meeting with Marie Mohan from Common Purpose today to discuss forthcoming high potential and senior leader programmes and CJI facilitator contribution.
 - JD asked JC to ensure that the next Quarterly Oversight Meeting with DoJ Sponsor clarified the planned actions to implement the recommendations in CJI Review.
 - **Action: JC**

Jacqui Durkin

21 September 2023

Date

Next meeting – Thursday 21 September 2023 at 10:00am
Inspector attending – Rachel Lindsay