

Senior Management Team Meeting Outputs – 29 June 2023 at 10am

Attendees: Jacqui Durkin, Chief Inspector (JD)
James Corrigan, Deputy Chief Inspector (JC)
Michael Rafferty, FSD (MR)
Roisin Devlin (RD)
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 May 2023.
- The accounts show a small underspend which will be corrected in June.
- The Departmental monitoring exercise to identify pressures and easements was submitted to FSD on 8 June.
- £106k of additional funding was identified to meet expected requirements.
- The agreed budget transfer of £50k to fund CJI support of the Domestic Violence Strategy was recorded on the return.
- CJI await the department SR Committee agreed outcomes in relation to this exercise.
- JD raised the issue of funding for the new CJI website. JC and MMcV to meet after their holidays and plan the business case development and procurement timelines.
- **Action: JC & MMcV**
- The Annual Report and Accounts were certified by the Comptroller and Auditor General yesterday. JC will send the Annual Report to Sponsor and agree the publication date.
- **Action: JC**
- The pay remits have been approved for payment in the July salary.
- The Account NI system upgrade will take place from 6-26 September. The system will not be operational during this period.

4.0 Staff and Resource

- As noted above, the staff pay remits have been approved and will be paid in the July salaries.

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 CJI Corporate and Business Plan is with the Permanent Secretary for permission to publish.

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)**

- JD and JC thanked the Business Support team for their work in getting four Inspection reports published in a short period of time and before summer recess.
- The Inspection reports received good media coverage in print, web and social media as well as interviews for television including the BBC Spotlight programme.
- JD has received positive feedback from a number of individuals on how the profile of CJI has been raised.
- JC received positive feedback from the Police Service which included comments around the report readability and accessibility.

7.0 Effectiveness of the Quality Management System

- There were no audits carried out during this reporting period.

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

20 July 2023

Date

Next meeting – Thursday 20 July 2023 at 10:00am
Inspector attending – Maureen Erne