



Senior Management Team Meeting Outputs – 18 October 2022

Attendees: Jacqui Durkin, Chief Inspector (JD)
James Corrigan, Deputy Chief Inspector (JC)
Meloney McVeigh, Business & Communications Manager (MMcV)
Michael Rafferty, FSD (MR)
Maureen Erne (ME)
Linda Boal, CSO (LB)

1.0 Minutes

- Minutes of the previous meeting were amended to remove the fourth bullet point in the Capital Exercise section relating to holiday pay, subject to this they are 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. Welcomed MR to his first SMT meeting.

Resource budget 2022-23

- Sponsor Department has advised in the absence of an Executive, a budget for 2022-23 cannot be agreed, however a Resource Contingency Planning Envelope of £1,127k (based on CJI's 2021-22 opening budget) has been confirmed.
- The current position against budget based on the opening profiling was reported as:
 - staff spend indicates an underspend of £10k;
 - non-staff indicates an underspend of £12k; and
 - non-cash resource spend (depreciation) against forecast overspend of less than £1k.
 - There is no under/over spend on Capital to date.

FSD has provided an opportunity to re-align the budget profile to reflect the year to date and forecast expenditure for the rest of the year. The deadline for completion is 24 October.

Action: JC, MMcV and MR will meet after this meeting to complete this exercise and MR will submit.

2022-23 In-year exercise

- The in-year exercise was completed and submitted to FSD at the end of August advising that CJI anticipate there will be no pressures or easements from the 2022-23 Resource Contingency Planning budget allocation. A small release of £1k has been advised from the non-cash resource budget following a review of the non-current assets.

Discretionary expenditure review 2022-23

- A return was submitted to the Department on 11 October in relation to



discretionary spend (approx. £20K) for consideration.

Energy forecast

- DoF confirmed the unitary cost will remain at the current per head amount with no increase planned in 2022-23.

Capital Exercise 2023-2033

- A capital exercise was submitted to FSD on 12 September outlining CJI's capital requirements to 2033.
- FSD have been advised of a 30% increase in the cost of cleaning and security. MMcV to enquire about the contractual arrangements for the current cleaning contract for Knockview Buildings and if leaving the contract is possible should CJI wish to do so.

Action: MMcV

- A rebate in relation to employer National Insurance contributions is expected.

4.0 Staff and Resource

- The new full time Inspector will take up post on 21 November 2022.
- The Business Support vacancy is being progressed. The tender exercise for recruitment support closes on Friday (21 October).
- Staff training and consultancy needs are being discussed during the on-going mid-year PDPs.

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)**

- MMcV has completed the draft Health and Safety return following the recent inspection with a few minor actions to be addressed.

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 Woodlands JJC report was published on 28 September 2022.
- The Bail and Remand inspection report is being prepared for publication however the political uncertainty and potential pre-election period may delay this.
- JD has accepted invitations to be a panel member at the PBNi 40th birthday event and speak at the NIACRO AGM.
- JC and ME are giving a lecture at Queen's University in relation to the work of CJI and particularly in Prisons.

7.0 Effectiveness of the Quality Management System

- The monthly report was presented by JC.
- One internal audit took place in the area of Management of the Quality Management System.
- The audit identified one non-conformance and seven areas for improvement. Work will begin to correct the issues raised.
- A report detailing all outstanding non-conformances and areas for improvement was circulated to all Process Owners for action.
- **Action: All Process Owners.**
- Invitations to Tender have been sent out in relation to accreditation of the ISO:9001 Quality Management System.



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.

16 November 2022

Jacqui Durkin

Date

Next meeting – Wednesday 16 November 2022 at 10:00am
Inspector attending – Muireann Bohill