



Senior Management Team (SMT) Meeting Outputs 12 March 2025 at 10.00 am

Attendees: James Corrigan, Deputy Chief Inspector (JC)
Meloney McVeigh, Business & Communications Manager (MMcV)
Rachel Lindsay, Inspector (RL)
Jessica Brooks, FSD (JB)
Linda Boal, CSO (LB)

Apologies: Jacqui Durkin, Chief Inspector (JD)

1.0 Minutes

- Minutes of the previous meeting were agreed and signed by JC.

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)**

- Pt 6 – MMcV to c/f due to prioritisation of other business needs.

3.0 Finance and Audit - and information on the performance of external providers. **ISO Clause 9.3.2 (c)**

- JB shared papers showing the budget position as at end of February 2025.
- Final budget for the full year was confirmed at end of January at £1.361k.
- Permission received to overspend on capital by £8K and resource £34K.
- Currently forecasting an underspend for 2024-25 of £20K to £30K but subject to final calculations.
- Revision to PfG alignment exercise completed and cleared by Sponsor.
- Sponsor have approved a transfer for Domestic Abuse work in 2025-26.
- Budget profiling for 2025-26 submitted at end of February.
- Year-end exercises are underway.
- The audit strategy was laid at the Audit and Risk Committee meeting on 16 January 2025. Planning work is underway to commence audit of the 2024-25 Annual Report and Accounts.

4.0 Staff and Resource

- All staff are reminded to inform LB of their annual leave.
- **Action: All Staff.**
- MMcV reminded staff of the availability of Inspire Welfare Support if needed.

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)**

- A number of finance returns have been completed.
- The Corporate Governance Statement is being drafted in line with the new guidance.
- MMcV and JC to meet with the two Non-executive members of the CJI Audit and Risk Committee to discuss the Business Plan.



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 Police Ombudsman Investigation of Abuse of Position Report and the Domestic Abuse and Civil Proceeds Act Progress Review are being prepared for publication in March.
- MMcV and IF are investigating social media management tools as the current provider cost has increased significantly.
- A Department of Justice communications forum is being set up and CJI will attend.
- MMcV and IF attended the Prisoner Arts Foundation exhibition in February.
- The new web site development is progressing at pace and a further meeting is scheduled for next week.

7.0 Effectiveness of the Quality Management System

- The new programme of internal audits has been planned and is due to commence next month.

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.

9 April 2025

Jacqui Durkin
Chief Inspector of Criminal Justice

Date

Next meeting – Wednesday 9 April 2025 at 1.30pm
Inspector attending – David MacAnulty