

Senior Management Team (SMT) Meeting Outputs – 15 January 2025 at 10.00 am

Attendees: Jacqui Durkin, Chief Inspector (JD)
Meloney McVeigh, Business & Communications Manager (MMcV)
Maureen Erne, Inspector (ME)
Joanne Jamison, FSD (JJ)
Linda Boal, CSO (LB)

Apologies: James Corrigan, Deputy Chief Inspector (JC)

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)**

- JJ shared papers showing the budget position as at end of December 2024.
- The budget for the full year was confirmed on 19 November at £1,288k.
- CJI have a forecast overspend of £107k consisting of technical transfers still to be confirmed, pressure for Travel and Subsistence and additional costs due to HMI Prisons new full cost recovery charging model for the prison inspection.
- There is also a capital overspend of £4k relating to Adobe licences due for renewal March 2025 and annually recurring thereafter.
- The budget reprofiling for the remainder of the year was submitted on 26 November.
- The nine-month accounts will be submitted to FSD by 31 January.
- Preparation for year-end exercises is underway.
- The permissiveness and policy on holiday pay still requires clarification and will need to be considered for accrued expenditure.
- **Action: JC.**

4.0 **Staff and Resource**

- One Inspector is currently on sick leave.
- Timing and planning of Inspection Teams for the new Inspection Programme will be discussed at the review meetings.
- **Action: JC.**
- A recruitment exercise for full-time and possibly Associate Inspectors will be planned in the new financial year.

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 internal audit of CJI financial processes continues, no priority 1 issues have been identified to date.
- The Health and Safety report from DoJ Premises team was received and a response issued. MMcV to issue an email with actions to staff.



- **Action: MMcV.**
- The tender evaluation exercise for the CJI website redevelopment is now complete. CPD will engage with the successful supplier to award the contract.
- JC and MMcV will meet with the Audit and Risk Assurance Committee (ARAC) Independent Members regarding the CJI Business Plan.
- **Action: MMV to agree a date with ARAC independent members.**

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)**

- MMcV and IF will meet to review the communication strategy w/c 20 January.
- Reports and supporting material are being prepared for publication.
- MMcV to discuss the suggested profile piece with JD.
- **Action: MMcV and JD.**
- JD will organise guest speakers to present at team meetings, one Inspector has made suggestions.
- A composite CJI Training and Development plan for 2025-26 with associated action will be developed and monitored by SMT.
- **Action: JC and MMV.**
- JD is undertaking a programme of consultation and feedback meetings with stakeholders to inform the CJI 2025-26 Inspection Programme.

7.0 Effectiveness of the Quality Management System

- Auditors are preparing for the ISO 9001:2015 Accreditation audit on 27 January 2025.

8.0 Inspection Programme - ISO Clause 9.1.3 (c)

- The Inspection Programme was discussed with no major issues to address.
- JC is responding to a request for information from the COVID-19 inquiry children and young person's module in relation to inspection work during the pandemic.

9.0 AOB

- There were no further points for discussion.

Jacqui Durkin

19 February 2025

Date

Next meeting – Wednesday 19 February 2025 at 10:00am
Inspector attending – Muireann Bohill