

## **Senior Management Team (SMT) Meeting Outputs – 16 May at 12 noon.**

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

### **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)**

- The final budget for this year has yet to be confirmed. If required, pressures will be declared in the first monitoring round.
- MR is working through comments from the NIAO in relation to the Annual Report and Accounts.
- The transfer of funds from DoJ in respect of the Domestic Abuse work is being finalised.

### **4.0 Staff and Resource**

- The BCM has completed a phased return to full time working.
- One Inspector is now on long term sick leave.
- SIB support for the web site business case is being finalised.

**Action: JC**

### **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 Business Plan is being finalised and will be sent for permission to publish today.
- MMcV is working on the business cases for the CJI pay remits, it will probably by July pay before they are paid. SCS requires DoJ approval.

### **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)**

- Social media articles to celebrate the CJI 20<sup>th</sup> anniversary continue.
- Planning is underway for hosting the Five nations Policing Forum next week.
- Youth Interventions and Criminal Court Administration inspection reports and being



prepared for publication.

- Two Freedom of Information requested have been responded to within the required timeframes.
- All staff will be advised about call handling for a frequent and current abusive caller.

**Action: MMcV**

#### **7.0 Effectiveness of the Quality Management System**

- James presented the monthly report to the SMT.
- Two audits were carried out this month of the HR process and the Develop Corporate and Business Plans and Conduct Management and Business Performance review. There was one Area for Improvement identified which is being actioned.

#### **8.0 Inspection Programme - ISO Clause 9.1.3 (c)**

- The Inspection Programme was discussed with no major issues to address.

#### **9.0 AOB**

- MR advised he will be taking up another position and no longer working with CJI. JD thanked him for all his work for CJI and particularly his added support during the absence of the BCM. Everyone wished him well in his new role.

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**Jacqui Durkin**

20 June 2024

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**Date**

Next meeting – Thursday 20 June 2024  
Inspector attending – Claire Feehan