

Senior Management Team (SMT) Meeting Outputs – 16 October 2024 at 10am

Attendees: Jacqui Durkin, Chief Inspector (JD)
James Corrigan, Deputy Chief Inspector (JC)
Meloney McVeigh, Business & Communications Manager (MMcV)
David MacAnulty, Inspector (DMacA)
Joanne Jamison, FSD (JJ)
Jessica Brooks, FSD (JB)
Linda Boal, CSO (LB)

1.0 Minutes

- Minutes of the previous meeting were agreed and signed by JD. JD welcomed JB to her first SMT meeting.

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 which showed the position as at September 2024. There is an overspend totalling £11.1k against the staff and non-staff resource budgets based on the June monitoring round.
- CJI have no capital budget and this is now running at an overspend of £1.5k.
- The Department have confirmed a technical transfer of £28k from Access to Justice for the Domestic Abuse Act (DAA) year 2 Review and £9k in relation to six months CJI costs for the Prisoner Ombudsman office cover.
- JJ has established a mechanism to capture DAA Review costs that will require completion by relevant Inspectors and Business Support staff.
- We are still awaiting confirmation from the Department on whether funding will be made available to fund the pressures advised in the October monitoring return.
- The January monitoring round was commissioned last week with a return date of 23 October.
- JD has contact HMI Probation regarding required support for the MARA Review. In the meantime, an estimate will be required for the January monitoring round exercise. **Action: JD to contact Safer Communities Directorate to agree technical transfer arrangements.**

4.0 Staff and Resource

- There will be an anticipated period of sick leave for one Inspector in November.
- The Chief Inspector reappointment/appointment closes for applications tomorrow, interviews are anticipated in mid November.
- The project to develop an Associate Inspector list is to be progressed by the end of the calendar year.

- Midyear performance reviews are being completed.

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 website specification and work request have been sent to CPD who will appoint a buyer within three weeks.
- The current website content is being reviewed and updated by the Business Support Team.
- Contingency arrangements for maintenance and support will be discussed once a procurement and contract award timeframe is known.
- The contract will be awarded for three years with two possible one-year extensions. Payment will be structured over an agreed timeframe; 5% will be assigned to post implementation evaluation.
- The tender evaluation panel has been agreed and UAT will be carried out by the Business Support Team in February 2025. Two weeks are anticipated and management of this was briefly discussed.
- MMcV provided an update on recent Fol requests.

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 Governance and Operation of the Parole Commissioners inspection report is due to be published on 24 October.
- The HBW prison reports are awaiting the RQIA response to SEHSCT factual accuracy comments.
- Further media activity is planned in relation to the 20th Anniversary of CJI.
- Anti-Slavery and Prisons Week have been highlighted on social media.
- MMcV and Isabel Faggioli met with NICTS, PBNi and the Education Authority to share social media delivery and received very positive comments on CJI's work.
- The Chief Inspector attended the Prisons Week church service on Tuesday night and the Ending Violence Against Women and Girls event this morning with Rachel Lindsay.

7.0 Effectiveness of the Quality Management System

- Three internal audits had been carried out during this reporting period with a few minor Areas for Improvement identified. These are currently being addressed.

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.

21 November 2024

Jacqui Durkin

Date

Next meeting – Thursday 21 November 2024 at 10:00am
Inspector attending – Claire Feehan