

Senior Management Team (SMT) Meeting Outputs – 19 February 2025 at 10.00 am

Attendees: Jacqui Durkin, Chief Inspector (JD)
James Corrigan, Deputy Chief Inspector (JC)
Meloney McVeigh, Business & Communications Manager (MMcV)
Muireann Bohill, Inspector (MB)
Jessica Brooks, FSD (JB)
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)**

- Pt 3 – JB has spoken with other NDPBs. JC still hasn't received written response from DSO. JD will bring to the Strategic Partnership Forum on 20 February. A Business Case has been drafted and an accrual will continue.
- Pt 4 – will be discussed as part of catch-up meetings this week.
- Pt 5 – actioned.
- Pt 6 – ongoing and will be discussed at end of year reviews.

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 January 2025.
- Revised budget for the full year was confirmed on 22 January at £1,361k.
- No further allocations were given, however a technical transfer of £73K was confirmed for additional inspection work.
- CJI have a forecast overspend of £42k consisting of pressure for Travel and Subsistence and additional costs due to HMI Prisons new full cost recovery charging model for the prison inspection.
- CJI have been granted permission for up to £8K additional capital spend for Adobe licences and a new photocopier. JB and JJ are working to confirm if the photocopier can be purchased outright.
- The nine-month accounts were completed at end of January.
- The 2025-26 forecast was prepared.
- The 2025-26 draft budget Programme for Government alignment return and impact of pressures not being met in 2025-26 was completed, cleared by Sponsor and sent to the FSD Financial Planning Team.
- The draft budget profiling for 2025-26 is underway to be submitted by 27 February.
- Year end exercises are underway including pay remits and EE benefit accrual.
- The 2024-25 external audit strategy was presented to the ARAC on 16 January. Planning work is underway with a view to commencing the audit of the 2024-25 Annual Report and Account on 6 May 2025.

4.0 Staff and Resource

- The recruitment of Associate Inspectors and full time Inspector was discussed at the Inspector meeting with a possible date of September.



- A member of the Business Support team will be taking an online Diploma course which will be fitted in around work commitments.

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.
- A response was issued to the Committee for Justice regarding the impact of the 2025-26 draft budget allocation.

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, IF and LB attended a planning workshop with the new web developers to initiate the project and develop plans to move it forward.
- An alternative platform for distributing information to stakeholders (currently achieved using the 'Ezine' facility within the existing website) will be needed. All staff have been asked to review and update the current contact list. Existing and potential new recipients will be contacted to give their consent to receive information from CJI in this way.
- JD suggested a more focused way to review the web page content is needed. MMcV asked if an Inspector would review Inspection pages and MB volunteered. MMcV and MB will meet to discuss.
- **Action: MMcV & MB.**

7.0 Effectiveness of the Quality Management System

- The ISO 9001:2015 Accreditation audit took place on 27 January 2025 with the Accreditation being retained.
- One Opportunity for Improvement was identified in relation to the new requirements to consider how climate change affects the organisation. This is tabled for discussion at the next staff meeting.

8.0 Inspection Programme - ISO Clause 9.1.3 (c)

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

9.0 AOB

- JC has responded to a request for a Witness Statement to the COVID-19 inquiry children and young person's module in relation to inspection work during the pandemic.
- JD confirmed the annual Five Nations Policing conference is scheduled for 17 July. JD, JC and MB will attend. HMICFRS are to host. The venue is yet to be confirmed.

12 March 2025

James Corrigan

Date



Next meeting – Wednesday 12 March 2025 at 10:00am
Inspector attending – Rachel Lindsay