

Senior Management Team (SMT) Meeting Outputs – 19 September 2024 at 1pm

Attendees: Jacqui Durkin, Chief Inspector (JD)
James Corrigan, Deputy Chief Inspector (JC)
Meloney McVeigh, Business & Communications Manager (MMcV)
Rachel Lindsay, Inspector (RL)
Joanne Jamison, FSD (JJ)
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)**

- In progress.

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

- JJ had prepared papers which showed an overspend totalling £10.8k 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 been advised of the current pressures with a bid submitted for additional funding in the October monitoring round (MR). The date of notification for October MR outcomes is not known.
- JJ, JC and MMcV met earlier in the week to discuss the financial pressures.
- A futures exercise commissioned on 23 August was submitted on 6 September.
- The January MR is expected to be commissioned on 19 October.
- The SMT discussed the budget options available as CJI are spending at risk against profiled spend to cover required business and inspection programme delivery costs such as report design and travel and subsistence costs to support Inspection fieldwork. The situation will be kept under very careful review and Accounting Officer and CI engagement with DoJ senior officials may be required depending on the outcome of the October MR.
- JJ advised that a new DP Accountant (Agency staff member) has been appointed to work with CJI. They will be joining FSD shortly and JJ will complete a handover.
- The SMT thanked JJ for all her work carried out on behalf of CJI and in particular, dealing with the number of financial planning exercises received.

4.0 Staff and Resource

- An Inspectors phased return has been completed.
- The Chief Inspector reappointment/appointment exercise has not been advertised yet.

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 business case has been approved. A project management team will be set up to proceed with this exercise.
- **Action: JC, MMV, IF, LB.**
- The Unacceptable Behaviour Policy consultation period has now finished. The Policy has been finalised and will be shared with staff.
- A request for an internal review following an FoI response was carried out. The requester will be informed of the outcome of the internal review..
- The CJI's input into a DoJ response to a request for information from the COVID-19 Inquiry is being prepared.

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 Youth Interventions Inspection Report was published on 5 September.
- The Criminal Court Administration Inspection Report was published today (19 September).
- Future report publications in October and November were discussed.
- Quotations to mark the 20th Anniversary will be posted on social media until the end of November.
- A video to mark Hidden Heroes Day has been prepared.

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.
- JD has received a request from the Minister of Justice to carry out a review. This is being considered by JD and JC in the first instance.

9.0 AOB

- There were no further points for discussion.

Jacqui Durkin

Date 16 October 2024

Next meeting – Wednesday 16 October 2024 at 10:00am
Inspector attending – David MacAnulty