

Senior Management Team (SMT) Meeting Outputs – 20 June 2024 at 10am.

Attendees: Jacqui Durkin, Chief Inspector (JD)
James Corrigan, Deputy Chief Inspector (JC)
Meloney McVeigh, Business & Communications Manager (MMcV)
Joanne Jamison, FSD (JJ)
Claire Feenan, Inspector (CF)

Apologies: 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)**

- JJ said the CJI Resource DEL budget for 2024-25 was confirmed by the DoJ on 21 May 2024 as (£1,181k). This is a 7% increase on CJI's 2023-24 opening baseline allocation of £1,108k and does not include Domestic Abuse Act Part 1 Review funding. A 2024-25 opening budget profiling return was submitted to FSD on 2 June 2024.
- CJI has no capital budget allocation for 2024-25.
- At this point CJI has identified anticipated pay and non pay gross pressures of £123k against its current Resource Budget allocation.
- A bid for capital funding will be required to meet known capital budget pressures of £2k. in the October Monitoring Round.
- A June Monitoring Round was not commissioned, and it is expected an October Monitoring Round will be commissioned in August 2024. Resource and Capital pressures will be declared in the first monitoring round.
- A number of financial planning exercise have been commissioned for completion – Future Years Budget Information Gathering Exercises (x5); Future Years Budget Equality Screening of Draft opening budget allocation for 2024-25; UK Covid-19 Inquiry publication of Costs. Some exercises are a NIL return for CJI with others requiring additional information to be provided. Two returns due by 1 July and 9 July 2024 are currently outstanding.

Action: JJ and MMV

- The CJI Annual Report and Accounts for 2023-24 and draft Letter of Representation have been prepared and can be presented for signature by the CI and DCI (as Accounting Officer) once confirmation is received from the external auditor that outstanding Service Organisation reports have been received.
- CJI has met all timetable dates within the 2023-24 Audit Strategy and current delays are outside its control.

- CJI hopes to lay the Annual Report and Accounts in the NI Assembly subject to certification by the Comptroller and Auditor General of the NI Audit Office and Ministerial/DoJ approval on 5 July 2024.
- JD asked JJ for confirm when the technical transfer of funds from DoJ in respect of ongoing work on the Review of Part I of the Domestic Abuse and Civil Proceedings Act (Northern Ireland) 2021 and one day a week of the Prisoner Ombudsman's salary to cover costs within CJI while the Chief Inspector is Interim Prisoner Ombudsman.
Action: JJ

4.0 Staff and Resource

- JC advised one Inspector remains on long term sick leave and one Business Support team member is on short-term sick leave.
- JC advised he had contacted SIB seeking an update on the progress of the business case for the CJI website. A draft is expected by 21 June 2024.
- JD said it was important the website business cases was progressed and completed for submission to DoJ for consideration as soon as possible to allow sufficient time for approval and a tender competition to be undertaken. Anticipated costs within the website business case are needed to identify the additional funding bid required as part of the October Monitoring Round.
Action: MMV/JC/JJ
- JC to provide JJ with correspondence with SIB to date to inform her understanding of anticipated costs and/or charges linked to SIB's work.
Action: JC
- DoJ Sponsor Team provided an update to the Audit and Risk Assurance Committee on 6 June 2024 on plans to undertake a reappointment/appointment competition for Chief Inspector of Criminal Justice. The future salary is unknown and could impact future pay pressures within CJI.

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)**

- Ministerial permission to publish CJI's 2024-25 Business Plan and Inspection Programme remains outstanding.
- Work to design of the CJI Annual Report and Accounts for 2023-24 is being progressed so the report is ready for publication before the NI Assembly summer recess, subject to external auditor response, sign off by the Comptroller and Auditor General and permission to lay being received from the Minister/DoJ.
- CJI's Pay Remits for the 2023 Pay Award have been completed. They were approved by the CJI Accounting Officer and forwarded to DoJ on 7 June 2024. DoJ have acknowledged the NICS Aligned and CJI Inspector Business Cases. CJI can proceed to inform staff and make arrangements for the processing of the pay awards for these staff groups. MMV said payments should be made in the July pay run.
Action: MMV
- DoJ approval for the pay remit for CJI SCS grade staff member is outstanding.
- MMV advised a formal complaint against CJI had been lodged by an individual on 10 June 2024. It was acknowledged by CJI and passed to the CJI Complaints Officer David MacAnulty for consideration in line with CJI's Complaints Process with the complainant advised accordingly. The complainant also referred their complaint about CJI to the Northern Ireland Public Services Ombudsman for consideration on 11 June.

- The Complaints Officer provided a written response to the complainant on 19 June 2024.
- Further correspondence from the complainant has been received by CJI which is under consideration and will be responded to in due course.

Action: Complaints Officer/MMV

- A member of NIPSO staff has been in contact with CJI and they have been provided with all information requested to date. MMV will provide a copy of CJI's response to the complaint issued on 19 June to NIPSO for their information as CJI's internal complaints process has concluded.

Action: MMV

- An FoI request has been received by CJI on 19 June 2024 and will be responded to within the required timeframe.

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 20th anniversary continue.
- Preparation of material to support the publication of forthcoming inspection reports on Youth Interventions and Criminal Court Administration continue.
- MMV and the Digital Communications and Business Support Officer have undertaken training on CJI's website accessibility tool. Work is ongoing to update errors with links and outdated references on the website.

7.0 Effectiveness of the Quality Management System

- No reports were presented at this meeting.

8.0 Inspection Programme - ISO Clause 9.1.3 (c)

- The Inspection Programme was discussed. CJI currently has received Ministerial permission to publish one report (Youth Interventions) and has submitted a second report (Criminal Court Administration) to the Minister requesting permission to publish. CJI will move to publish these in early autumn as publication of inspection reports cannot be progressed prior to the General Election (4 July) or when the NI Assembly is in recess.
- The DoJ factual accuracy response to the Follow-Up Review of Probation Practice is outstanding. This report is scheduled for publication during the summer.
- Hydebank Wood prison inspection, Parole Commissioners and non PSNI investigation of criminal offences draft reports will be progressed over the summer.
- Other Inspection Programme activity was discussed with no major issues to address.

9.0 AOB

- JJ advised security clearance for a new DP accountant who would be joining FSD and taking over CJI's accountancy requirements was pending. JJ will provide support in the interim.
- CJI has been invited to participate in Belfast Pride along with other DoJ's organisations providing a presence in the Justice Corner of the Pride Village area on Saturday 27 July 2024. The importance of some community engagement was discussed and agreed. JD said given resource pressures her preference was CJI attend Belfast Pride this year as CJI has previously attended the Belfast Mela Festival as part



of its outreach and engagement activity. It was agreed CJI will attend and staff volunteers to assist with covering the CJI stand will be sought. MMV to advise DoJ and circulate request to staff.

Action: MMV

23 July 2024

Jacqui Durkin

Date

Next meeting – Thursday 18 July 2024 at 10am
Inspector attending – Maureen Erne