

Senior Management Team (SMT) Meeting Outputs – 21 August 2024 at 10am

Attendees: Jacqui Durkin, Chief Inspector (JD)
Meloney McVeigh, Business & Communications Manager (MMcV)
Muireann Bohill, Inspector (MB)
Linda Boal, CSO (LB)

Apologies: James Corrigan, Deputy Chief Inspector (JC)
Joanne Jamison, FSD (JJ)

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 and covered in agenda.

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

- JJ had prepared papers in advance which showed a slight underspend in cash and depreciation and overspend in pay based on the June monitoring round.
- Pressures of Resource £112K and Capital £2K have been advised to FSD with a bid for further funding requested in the October monitoring round.
- The October monitoring round return was submitted on 9 August advising of the pressures.

4.0 Staff and Resource

- The reappointment/appointment of the new Chief Inspector is expected to commence in September by the DoJ.
- MMcV advised one Inspector has begun a phased return to work following a period of long-term sick leave.

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 assessed by FSD and the approval letter is imminent.
- The Unacceptable Behaviour Policy is under consultation for a further week.
- The DoJ Accreditation of CJI's ICT system is under consideration. A Data Protection Impact Assessment is to be completed.

Action: MMV

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 PBNi Follow-up Review Report was published on 15 August.



- The Youth Interventions Inspection Report is scheduled for publication on 5 September.
- Publication of the Criminal Court Administration Inspection Report is planned for w/c 9 September subject to permission to publish.
- Future report publications in October and November were discussed.

7.0 Effectiveness of the Quality Management System

- Two audits had been carried out during this reporting period and the reports will be finalised shortly.

8.0 Inspection Programme - ISO Clause 9.1.3 (c)

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

9.0 AOB

- JD requested a mid-year Business Plan Review was scheduled for a future Team Meeting.
- There were no further points for discussion.

Jacqui Durkin

19 September 2024

Date

Next meeting – Thursday 19 September 2024 at 10:30am
Inspector attending – Rachel Lindsay