

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

**Attendees:** Jacqui Durkin, Chief Inspector (JD)  
James Corrigan, Deputy Chief Inspector (JC)  
Meloney McVeigh, Business & Communications Manager (MMcV)  
Claire Feehan, Inspector (CF)  
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)**

- Actioned.

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

- JB shared papers in advance which detailed the position as at October 2024 showing an overspend of £16k.
- The October monitoring round indicated that additional funding is unlikely. The reprofiling exercise is to be submitted by Tuesday 26 November.
- The January monitoring round was returned to sponsor on 23 October.
- An additional allocation of £70k has been received which is appreciated and will be allocated to the pay pressure and the prison inspection. An amount of £2k for capital funding was also received.
- £70k for the MARA review is to be technically transferred from DoJ Safer Communities Directorate.
- The ERNIC exercise was completed and submitted to the financial planning team on 19 November detailing the impact of the change in thresholds on the 2025-26 pressures of approximately £14k.

### 4.0 Staff and Resource

- The outcome of the Chief Inspector reappointment/appointment process is not known.
- One Inspector is currently on long term sick leave and expected to return at the beginning of December.
- Work to develop an Associate Inspector list will be progressed before business year end.

### 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 internal audit will be carried out at the beginning of December.
- The web site tender is progressing and should go live week commencing 25



November. JD and JC thanked MMcV, LB and Isabel Faggioli for their work on this to date.

**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 was published on 24 October.
- The Hydebank Wood prison reports were published on 20 November with extensive media coverage.
- The Transforming Justice report is being prepared for publication on 28 November.
- Social media posts to mark the 20<sup>th</sup> Anniversary of CJI are coming to an end.
- JD briefed the Justice Committee Chair and Deputy Chair in advance of the prison reports publication and also discussed the Parole Commissioners report.

**7.0 Effectiveness of the Quality Management System**

- One internal audit had been carried out during this reporting period with a few minor Areas for Improvement identified which have now been actioned. This now completes the yearly programme of internal audits in preparation for the Accreditation visit in January 2025.
- JC will present the End of Year Review at the December staff meeting and will send an email to remind all Process Owners to review their processes before the end of December.
- **Action: JC**

**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.

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**Jacqui Durkin**

18 December 2024

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**Date**

Next meeting – Wednesday 18 December 2024 at 10:00am  
Inspector attending – Roisin Devlin