

## Senior Management Team (SMT) Meeting Outputs – 23 July 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)  
Maureen Erne, Inspector (ME)  
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 and covered in agenda.

### 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 but £27k less than the 2023-24 Final Outturn. The new opening budget of £1,108k does not include Domestic Abuse and Civil Proceedings 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.
- The budget shows a slight overspend in relation to overtime and slight underspend in cash and depreciation.
- A bid for capital funding will be required to meet known capital budget pressures of £2k in the October Monitoring Round. Resource pressures will also be declared. Technical Transfers in relation to Prisoner Ombudsman cover and Domestic Abuse and Civil Proceedings Act review work is expected in this Monitoring Round.
- The CJI Annual Report and Accounts for 2023-24 was laid on 5 July which was within the timeframe. JD and JC thanked JJ, Michael Rafferty and MMcV for all their work to achieve this.
- The June monitoring re-profiling return was submitted on 22 July.

### 4.0 Staff and Resource

- JC advised one Inspector remains on 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 from SIB has been reviewed with a few amendments made. MMcV will submit it to Sponsor Department and the Economics Unit today.
- **Action: MMcV.**
- The Fol request received by CJI on 19 June 2024 has responded to within the



required timeframe.

- A complaint has been responded to by the CJI Complaints Officer.
- JD stated that it is not acceptable that any member of staff should have to deal with threatening and abusive telephone calls or e-mails. To provide an effective response to vexatious complainants, an Unacceptable Behaviour Policy was agreed and adopted by the SMT and will be added to the CJI Process Map and website. This will be discussed at the Team meeting tomorrow.
- **Action: MMcV.**
- JC, JJ and MMcV will attend the quarterly Oversight Meeting with Sponsor Department on Thursday 25 July.
- Preparations are underway to attend Belfast Pride 2024 this weekend. CJI will join the DoJ and other criminal justice organisations with information stands at the event.

**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)**

- Various inspection reports and associated communication material are being prepared for publication from September.
- The PBNi Follow-up Review is being prepared for publication in August.

**7.0 Effectiveness of the Quality Management System**

- JC presented the monthly report to the SMT.
- Two audits had been carried out during this reporting period of the Financial Management and Full Inspection processes. The audit report for the Financial Management process is yet to be finalised. The Full Inspection audit found two areas for improvement which have now been actioned.

**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 met with Mark Goodfellow who advised the Prisoner Ombudsman recruitment scheme is planned for advertisement at the end of July. JD will continue to provide interim cover under an agreed revised MoU until the end of September.
- The DoJ has advised that the recruitment process to reappoint or recruit the CJI Chief Inspector is planned to commence in August.

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**Jacqui Durkin**

**21 August 2024**

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**Date**

Next meeting – Thursday 15 August 2024 at 10am  
Inspector attending – Muireann Bohill