



## Senior Management Team (SMT) Meeting Outputs 9 April 2025 at 10.00 am

**Attendees:** Jacqui Durkin, Chief Inspector (JD)  
James Corrigan, Deputy Chief Inspector (JC)  
Meloney McVeigh, Business & Communications Manager (MMcV)  
David MacAnulty, Inspector (DMacA)  
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 showing the budget position as at full year to March 2025.
- Final budget for the full year was confirmed at end of January at £1.361k.
- The year end position shows an underspend of £2,548 which is just under 0.2% of the total budget. JD thanked everyone involved in managing the annual budget so effectively.
- Budget profiling for 2025-26 submitted at end of February.
- Year-end exercises are underway.
- The audit strategy was laid at the Audit and Risk Committee meeting on 16 January 2025. Planning work is underway to commence audit of the 2024-25 Annual Report and Accounts.
- Finance to be agreed with DoJ for Year 3 Domestic Abuse and Civil Proceedings Act work.

### 4.0 Staff and Resource

- An overtime budget has been agreed for the additional and urgent work required on the new web site development, migration and implementation over the next seven weeks. Scope for Inspector support to the project to be requested. MMcV to let JC know the requirements.
- **Action: MMcV.**
- Planning for the Inspector / Associates recruitment to commence once website project has been completed.

### 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 end of year Stewardship Statement and financial Governance Statement have been drafted.



- The Quarterly Oversight meeting with the Department of Justice will take place on Tuesday 15 April.
- JB is working on financial information for the CJI Business Plan.
- Procurement control limits have been increased and the new guidance will be circulated.
- **Action: MMcV.**
- Account NI are now operating the 'no PO no Pay' policy from 1 April 2025. Staff are reminded to ensure a PO is provided for all purchases.
- All Staff are reminded to use the new Business Case template, available from the Process Map.
- JC has received confirmation of the NICS pay award for 2024 and 2025. The Business Cases will be progressed during the summer when there will be capacity within Business Support.

**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)**

- Work continues on the development of the new website.
- The Police Ombudsman Investigation of Abuse of Position Report and the Domestic Abuse and Civil Proceedings Act Annual Review have been published with good media coverage.
- MMcV attended the new DoJ Communications Forum.
- The Northern Ireland Prison Service has requested communications / media assistance at the European/ICPA Symposium Prisons Conference on 15 May and IF will provide this for one day.
- CJI will attend the NPM in April and Five Nations Policing Conference in July.

**7.0 Effectiveness of the Quality Management System**

- Two internal audits had been carried out during this reporting period with one area for improvement identified.

**8.0 Inspection Programme - ISO Clause 9.1.3 (c)**

- The Inspection Programme was discussed with no major issues to address. The draft 2025/6 Inspection Programme will be discussed at the Inspectors' Meeting later today.

**9.0 AOB**

- JB queried if there was any anticipated large spend during May and MMcV confirmed that there wasn't.

14 May 2025

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**James Corrigan**  
**Deputy Chief Inspector of Criminal Justice**

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**Date**



Next meeting – Wednesday 14 May 2025 at 10:00am  
Inspector attending – Claire Feehan