



Senior Management Team (SMT) Meeting Outputs 14 May 2025 at 10.00 am

Attendees: James Corrigan, Deputy Chief Inspector (JC)
Meloney McVeigh, Business & Communications Manager (MMcV)
David MacAnulty, Inspector (DMacA)
Jessica Brooks, FSD (JB)
Linda Boal, CSO (LB)

Apologies: Jacqui Durkin, Chief Inspector (JD)

1.0 Minutes

- Minutes of the previous meeting were agreed and signed by JC.

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 April 2025.
- Final opening budget for the full year was confirmed on 8 April as £1,325K, £6K ringfenced resource and £1K capital.
- Indicative June allocation of £1K toward additional ERNIC costs not included within this budget.
- The June monitoring round was submitted which highlighted pressures of £19K for pay and £115K for non-pay.
- The reprofiling return for 2025-26 was submitted to the financial planning team this week.
- An exercise is due to be commissioned later this week looking at the 5-year plan.
- The Annual Report and Accounts was submitted to the Auditors on 1 May. Fieldwork requests received have been responded to. The date for NIAO clearance of the draft financial statement is due 2 June.
- The end of year Stewardship Statement and Financial Governance Return have been completed and submitted.

4.0 Staff and Resource

- An overtime budget has been agreed for the additional work required on the new web site development and inspection work.
- Planning for the Inspector/Associate Inspector recruitment is to commence once website project has been completed. The anticipated date for the advertisement is September. JC will review the Inspector candidate pack and update.
- **Action: JC**
- The business case for HR Support has been approved internally and agreed with Sponsor department. This will be progressed by competitive tender in June.
- A Memorandum of Understanding (MoU) between HMICFRS and CJI for work on the



DACPA Year 3 Inspection has been reviewed by JC and MMCV. It is with JB for financial input prior to sharing with JD and then return by the Lead Inspector for consideration by HMICFRS prior to signature.

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)**

- JC, MMcV & JB attended the Quarterly Oversight meeting where they met Andrew Dawson the new Head of Criminal Justice Policy and Legislation Division.
- The new Corporation Sole Partnership Agreement had been updated and is with JC for review prior to being shared with Sponsor and presented to the Audit and Risk Assurance Committee on 5 June.
- **Action: JC**
- The 2025-26 Business Plan is being finalised and with JC for review. Once JC's review is complete, MMcV will then be shared internally for comment.
- **Action: JC & MMcV**
- MMcV will commence work on the pay remit Business Cases for 2024 and 2025 during the summer months.

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 developer confirms the project remains on track for go live on 31 May 2025. A supporting communications plan is in development to support this.
- There has been engagement with a range of organisations around a number of CJI communications activities.
- IF is assisting with the ICPA event in Belfast on 15 May and has developed a powerpoint presentation to accompany the CI's presentation. IF also developed a video for the CJI Chief Inspector's presentation to the 2025 NPM Conference. MMcV expressed her thanks to IF for the excellent work on these two projects.
- The inspection of Offence Investigation and Criminal Case Processing by NI Departments and Organisations is being prepared for publication in June with the usual supporting communications package.

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 which has been actioned. One planned audit has been rescheduled due to other work priorities.

8.0 Inspection Programme - ISO Clause 9.1.3 (c)

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

9.0 AOB

- JC will complete the Covid-19 Final Witness Statement which is due to be submitted by Friday 16 May 2025.



11 June 2025

Jacqui Durkin
Chief Inspector of Criminal Justice

Date

Next meeting – Wednesday 11 June 2025 at 10:00am
Inspector attending – Roisin Devlin