



## Senior Management Team (SMT) Meeting Outputs 11 June 2025 at 10.00 am

**Attendees:** Jacqui Durkin, Chief Inspector (JD)  
Meloney McVeigh, Business & Communications Manager (MMcV)  
Roisin Devlin, Inspector (RD)  
Jessica Brooks, FSD (JB)  
Linda Boal, CSO (LB)

**Apologies:** James Corrigan, Deputy Chief Inspector (JC)

### 1.0 Minutes

- Minutes of the previous meeting on 14 May 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)**

- c/f JC to review Inspector recruitment pack to the July meeting.

### 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 May 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.
- An exercise looking at the 5-year plan is due to be with Sponsor by 27 June and is in progress.
- Following the Audit and Risk Assurance Committee meeting last week, final presentational issues are being finalised on the Annual Report and Accounts before the document is submitted to the C&AG for signature.
- JD clarified that the Annual Report and Accounts would be shared with the Minister of Justice prior to publication before the NI Assembly summer recess; MMcV confirmed that is the case.
- JD thanked JB and MMcV for all their work on the Annual Report and Accounts.
- JB has also completed the accounts section for the pay remits. MMV is to progress the narrative sections of the pay remit documents.
- **Action: MMV**

### 4.0 Staff and Resource

- Planning for the Inspector/Associate Inspector recruitment will take place over the summer months with the anticipated dated for the advertisement in September. JC will review the Inspector candidate pack and update. MMV to progress the business case and tender documents for external recruitment support and any amends to the recruitment documentation.



- **Action: JC and MMV.**
- One Inspector is currently on sick absence.
- A small overtime budget has been effectively used in relation to the website implementation project.
- Staff have been asked to indicate their availability to assist at the Belfast Mela and Pride events, TOIL or overtime will be available for volunteer participants.
- All staff will be asked to indicate their summer leave to assist with planning and office presence. All leave requests should be sent to the appropriate line manager for approval in advance.
- **Action: All staff**

**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 Annual Report and Accounts and the 2025-26 Business Plan are being prepared for publication.
- A review of the CJI-DoJ Partnership Agreement is nearing completion and will shortly be available for signature by CJI and DoJ.
- The October financial monitoring round exercise is expected in early August.
- Work on the pay remits, HR Support and ISO tender have been stalled due to the website project taking priority. These will resume over 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)**

- The new CJI website went live on 30 May, on time and on budget.
- The first Inspection Report was published on the new site on 11 June with no issues.
- Mailchimp is now being used to send the emails to subscribers.
- A few minor amends are being worked through with the Developers but do not impact the working of the new site. Access to the old site has been retained until the end of June in support of the transition process.
- JD thanked the Business Support team for all their work in delivering this project and MMcV added her thanks to all the CJI team who have helped and their patience while the website work took priority over day-to-day business.
- A number of events and speaking engagements have been shared on the digital comms platforms including JD and DMacA attending the Justice Committee on Thursday 29 May. CJI will have a stand at an Access to Justice All Party Group event on 16 June, JD is also attending. JD will speak at a conference in Dublin on 12 June 2025.

**7.0 Effectiveness of the Quality Management System**

- No audits took place during the reporting period.

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

- The Inspection Programme was discussed with no major issues to address.
- All Inspectors are reminded to update the monitoring spreadsheet in advance of Management Team meetings to show the current position on the Inspections and Follow-Up Reviews.
- **Action: All Inspectors**



**9.0 AOB**

- There were no further points for discussion.

23 July 2025

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**Jacqui Durkin**  
**Chief Inspector of Criminal Justice**

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**Date**

Next meeting – Wednesday 16 July 2025 at 10:00am  
Inspector attending – Maureen Erne