



Senior Management Team (SMT) Meeting Outputs 23 July 2025 at 10.15 am

- Attendees:** Jacqui Durkin, Chief Inspector (JD)
Meloney McVeigh, Business & Communications Manager (MMcV)
Maureen Erne, Inspector (ME)
Linda Boal, CSO (LB)
- Apologies:** James Corrigan, Deputy Chief Inspector (JC)
Jessica Brooks, FSD (JB)

1.0 Minutes

- Minutes of the previous meeting on 11 June 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/ongoing.

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

- JB provided the papers showing the budget position as at June 2025 in advance of the meeting.
- The June monitoring showed no change to the opening budget but included the allocation of £1K toward additional ERNIC costs. There is also £6K ringfenced resource DEL budget.
- The DACPA Year 3 £90K has been agreed and is to be technically transferred in October monitoring round.
- There is a budget for staff training to support the CJI Training and Development Plan. Staff should include any training and development requests in their 2025-26 Performance Development Plans.
- **Action: All Staff.**
- Forecast figures highlight pressures of £30K for pay and £19K for non-pay.
- The 5-year plan was sent to sponsor/FSD at the end of June.
- The 2024 pay remits for NICS aligned and Inspector staff grades have been approved and staff letters issued; this should be paid in August salaries. The SCS 2024 pay remit will be processed when DoJ Permanent Secretary approval is received. The 2025 approval documents are in preparation and can only be finalised after outturn figures are available. JD thanked MMcV for her work on these.
- The June reprofiling has been completed and submitted. The October monitoring round exercise is due for issue around 28 July. JD will work with JB on this if JC and MMcV are not available.
- The October monitoring is due for submission on 12 August.

4.0 Staff and Resource

- The Inspector on sick absence has now returned to work.
- Planning for the full time Inspector and Associate Inspector recruitment exercise is ongoing.



- CJI are unable to staff the stand at the Pride event but plans are still being considered to attend the Melia event later in the year.

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 was published on 5 July and the 2025-26 Business Plan and Inspection Programme on 30 June.
- The updated CJI-DoJ Partnership Agreement was signed and is now available on the website.

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 is now fully operational and the old site decommissioned. There will be a team review at the September staff meeting and MMcV will send an email to staff.
- **Action: MMcV**
- The Police Custody Follow-up Review will be published on 24 July 2025.
- The Community Resolution Notice inspection has been sent for permission to publish.

7.0 Effectiveness of the Quality Management System

- There were two internal ISO audits carried out during the past month in the areas of ICT and Preventative and Corrective Action. The reports found four areas for improvement which are being actioned.
- MMcV, IF and DMacA have commenced the process to tender for the next ISO Accreditation service provider.

8.0 Inspection Programme - ISO Clause 9.1.3 (c)

- The Inspection Programme and anticipated timeline for report publication was discussed with no major issues to address.

9.0 AOB

- MMcV advised that over three consecutive weeks in October one member of the Business Support team will be on leave, but cover will be provided by the remaining two team members.

13 August 2025

Jacqui Durkin
Chief Inspector of Criminal Justice

Date



Next meeting – Wednesday 13 August 2025 at 10:00am
Inspector attending – Roisin Devlin