



Senior Management Team (SMT) Meeting Outputs 13 August 2025 at 10.00am

Attendees: Jacqui Durkin, Chief Inspector (JD)
James Corrigan, Deputy Chief Inspector (JC)
Jessica Brooks, FSD (JB)
Roisin Devlin, Inspector (RD)
Linda Boal, CSO (LB)

Apologies: Meloney McVeigh, Business & Communications Manager (MMcV)

1.0 Minutes

- Minutes of the previous meeting on 23 July 2025 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)**

- 2025/26 Performance Development Plan discussions are not yet completed. JD asked for a draft CJI Training and Development Plan to be available for the September staff meeting.

Action: JC.

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 July 2025 budget position 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.
- The DACPA Year 3 £90K will be transferred in the October monitoring round.
- Forecast figures highlight pressures of £26K for pay and £22K for non-pay.
- The October monitoring return was submitted to Sponsor on 11 August 2025 with the pressures noted above.
- Work on the 2025 pay remit is in progress.
- Financial input for the Business Case in relation to the new Inspector recruitment is being prepared.
- The Annual Report and Accounts external audit invoice will be paid this month following consultation with the NIAO last week.

4.0 Staff and Resource

- The DCI has returned to work following a sick absence.
- One part-time Inspector has requested an increase to their working hours. This will not increase the staff compliment and affordability is being considered.
- The Inspector recruitment support business case is being prepared.

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)**

- An Internal Audit will commence next week, the Internal Auditor has requested information in advance.



Action: JC

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)**

- Correspondence with various members of the public is being processed in line with required timescales and processes. This has been resource intensive. The CJI Raising Concerns Policy is being followed and the Audit and Risk Committee non-executive members have been advised.
- The Community Resolution Notice Inspection Report is being prepared for publication in September following receipt of the Minister's permission to publish.

7.0 Effectiveness of the Quality Management System

- There were no internal audits carried out during this reporting period.

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 and some minor changes to timelines. JC is discussing allocated inspections with Inspectors and Lead Inspectors for new inspections and this will be finalised as soon as possible.

Action: JC

9.0 AOB

- JD advised that following a CJI Team discussion on the potential use of AI, enquiries had been made with other Inspectorates and a DoJ official and the NICS policy circulated. A meeting with JD, JC, MMcV and Isabel Faggioli has been arranged to discuss CJI's approach and how it could be securely and appropriately tested. There will be further discussion at the next general staff meeting in September.

Action: JD and JC

- JC advised that the Covid-19 inquiry module on children and young people, which we have provided evidence for, will be having oral hearings in October; he expects to be called to give evidence in relation to the CJI witness statement.

17 September 2025

Jacqui Durkin
Chief Inspector of Criminal Justice

Date

Next meeting – Wednesday 17 September 2025 at 10:00am
Inspector attending – Claire Feehan