



Senior Management Team (SMT) Meeting Outputs 17 September 2025 at 10.15am

Attendees: Jacqui Durkin, Chief Inspector (JD)
James Corrigan, Deputy Chief Inspector (JC)
Jessica Brooks, FSD (JB)
Muireann Bohill, Inspector (MB)
Meloney McVeigh, Business & Communications Manager (MMcV)

Apologies: Linda Boal, CSO (LB)

1.0 Minutes

- Minutes of the previous meeting on 13 August 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)**

- A draft CJI Training and Development Plan is under development by JC centralising mandatory training requirements, team training on specific training needs and individual development needs as well as desirable training for prioritisation and affordability. JC to finalise and discuss with JD prior to the October General Staff Meeting.

Action: JC and JD

- The draft Internal Audit report has been reviewed by JD and MMV with comments provided. JC to review feedback and return to Internal Audit before 26 September 2025.
- **Action: JC**
- New inspections have been allocated and Inspectors are preparing workplans with target dates to inform a Gant chart to support the scheduling, identify clashes and track progress of Inspections and Follow-Up Reviews from commencement to completion. This will be reviewed prior to discussion at the next Inspectors' meeting.

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 August 2025 budget position in advance of the meeting.
- The June monitoring was confirmed in July at £1,326K non-ringfenced resource.
- The DACPA Year 3 £90K has been confirmed and will be transferred in the October monitoring round.
- Forecast figures highlight pressures of £26K for pay and £22K for non-pay.
- The October monitoring round outcome is likely to be released in November 2025.
- The January monitoring round is likely to be commissioned in October 2025.
- Work on the 2025 pay remit is in progress. Confirmation is required from FSD if the reduction of the Inspector Pay Scale by one point mirroring the shortening of pay scales being applied in the NICS as part of the 2025 pay settlement can be included in the 2025 Pay Remit or if a separate business case and approval is needed.



- Financial input for the Business Case for the new Inspector recruitment and establishment of a CJI Associate Inspector List has been provided, subject to clarification on the Inspector pay scale.
- Monitoring of CJI's performance on Supplier Payment Performance (10 and 30 days) and use of Purchase Orders and Procurement Compliance continues. CJI has exceeded the DoJ average in two of four Key Performance Indicators.

4.0 Staff and Resource

- The Inspector recruitment business cases have been drafted and is under review by JC; the Inspector recruitment support business case has also been prepared. JD said it was important to progress the recruitment given the likelihood of a three month notice period. Appointment of a new Inspector prior to April 2026 would be preferable to maximise organisational benefits and knowledge transfer.
- One part-time Inspector will increase their working hours by 0.2FTE from 1 November 2025 to 31 March 2026. Any continuation is subject to future affordability.
- One staff member is currently on sickness absence.

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 interim policy and parameters for the short-term pilot of Artificial Intelligence (AI) usage have been drafted and shared with JC and JD for discussion with MMV. Learning from the pilot will be shared with all staff at the General Staff Meeting.
Action: JC, JD and MMcV
- A Subject Access Request has been received by CJI with a response due to the requester by 30 September 2025.
Action: MMcV
- Work on the 2025 Pay Remit is being progressed by MMV with support from JB and informed by FSD.
Action: MMcV
- Feedback on the proposed protocol between CJI and the Police Service of Northern Ireland has been received. JC and JD to discuss with MMcV.
Action: JC, JD and MMcV

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 Community Resolution Notice Inspection Report is being prepared for publication following submission to the Minister for permission to publish.
- The inspection of Belfast Harbour Police and Belfast International Airport Constabulary Report is being prepared for publication following submission to the Minister for permission to publish.
- The Criminal Justice Inspection Unpacked podcast has been shortlisted in the 2025 Northern Ireland Social Media Awards. MMcV expressed her thanks to IF and the wider CJI Team for their ongoing support and contributions. She thanked the Inspected bodies and stakeholders for their participation to date. JD and JC congratulated MMcV and IF on achieving shortlisting for this award.
- JD, JC and MMcV to meet to begin planning discussions for the development of the



new CJI Corporate Plan.

Action: JC, JD and MMcV

7.0 Effectiveness of the Quality Management System

- A tender competition for the provision of ISO 9001:2015 certification and monitoring visits has closed with a successful supplier identified for 2026-2028. Supplier to be notified and initial planning meeting scheduled in advance of 2026 audit due in January 2026.
- Two audits were undertaken during the reporting period (S3.0 Supplier, Asset and Resource Management and S2.0 Financial Management). No issues were reported by the process owner for S3.0 Supplier, Asset and Resource Management with a previous Area for Improvement completed.
- Finalisation of the Audit report on S2.0 Financial Management was delayed due to other work commitments, but this is underway.

Action: DMAC and MMcV

- Three Areas for Improvement remain outstanding from previous audits; one has been outstanding for some time and needs to be progressed as soon as possible.

8.0 Inspection Programme - ISO Clause 9.1.3 (c)

- The Inspection Programme and anticipated timeline for report publication was discussed. A timeline for workflow management to the end of the 2025-26 financial year is under development.
- The Inspection of the Management of Organisational Performance in the PPS has been issued for Factual Accuracy Check. Key facts and infographics to be prepared.

Action: JC

9.0 AOB

- JB advised she would be taking maternity leave from December and arrangements for FSD cover were in hand. JD, JC, MMcV and MB congratulated JB on the happy news.
- JC advised the Covid-19 Inquiry module on children and young people is hearing oral evidence in October; a request to provide evidence related to the CJI witness statement is anticipated, however, none has been received to date.

15 October 2025

Jacqui Durkin
Chief Inspector of Criminal Justice

Date

Next meeting – Wednesday 15 October 2025 at 10:00am
Inspector attending – David MacAnulty