



Senior Management Team (SMT) Meeting Outputs 15 October 2025 at 10:00am

Attendees: Jacqui Durkin, Chief Inspector (JD)
James Corrigan, Deputy Chief Inspector (JC)
Meloney McVeigh, Business & Communications Manager (MMcV)
Jessica Brooks, FSD (JB)
Lindsay Peel, FSD (LP)
Claire Feehan, Inspector (CF)
Linda Boal, CSO (LB)

1.0 Minutes

- Minutes of the previous meeting on 19 September 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)**

- Pt 2 – Training and Development Plan in progress, to be tabled at the November meeting.

Action: JC.

- Pt 5 – Pay Remit in progress.

Action: MMcV.

- Pt 7 – ISO Financial Management audit report still in progress.

Action: DMacA and MMcV.

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 September 2025 budget position in advance of the meeting.
- The year to date position shows an overspend on pay due to the pay remit and an underspend on non-pay.
- The October monitoring round outcome is not yet known.
- The January monitoring round exercise is to be completed by 30 October.
- Pressures of £60k have been declared in relation to pay, non-pay and capital.
- The Business Case for the Inspector pay scale is in progress and discussions are ongoing regarding whether an addendum business case or full new business case is required.
- The Business Case to replace an Inspector and to recruit Associate Inspectors is being progressed with clarification on the Inspector pay scale anticipated before issue.
- LP will take over from JB from next month and JB will attend the next meeting. JD welcomed LP to the team.

4.0 Staff and Resource

- The recruitment exercise to replace a full time Inspector and Associate Inspectors is being prepared and the business case will be sighted by the DoJ sponsor department.
- The candidate pack is being designed. JD will prepare a forward for the Associate



Inspector candidate pack to be included. MMcV will share the initial designed draft of the Inspector candidate pack with JC.

Action: MMcV.

- The Interview Panel has been arranged and dates have yet to be confirmed.
- One part time Inspector will increase their working hours by one day a week from November until 31 March 2026. The sustainability of this continuing will be reviewed for the new financial year.
- One staff member is currently on sickness absence.
- One previous period of sick absence hadn't been closed off properly by HR Connect and this has been corrected.

5.0 Business Manager Update including the effectiveness of actions taken to address risks and opportunities for improvement **ISO Clause 9.3.2 (e and f)**

- MMcV advised of a recent increase in CJl input to AWQs requested and confirmed they were still being actioned within the timescales.
- A Corporate Plan and Inspection Programme Consultation Event is being planned for January 2026. A planning meeting with staff has also been arranged.
- The mid-year Stewardship Statement was completed and submitted to DoJ sponsor team yesterday.

6.0 Media and 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 Harbour and Airport Police Inspection Report has been published today with good media coverage. Jacqui took part in a pre-record interview with UTV yesterday. There was good engagement with the inspected agencies including podcast recording which will be broadcast later this month.
- The Community Resolution Notices Inspection Report is planned for publication next week.
- The Criminal Justice Inspection Unpacked podcast has been shortlisted in the 2025 Northern Ireland Social Media Awards. MMcV, JD and IF will attend the awards event on 18 October.

7.0 Effectiveness of the Quality Management System

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

8.0 Inspection Programme - ISO Clause 9.1.3 (c)

- The Inspection Programme progress and anticipated timeline for report publication was discussed. JC has shared a timeline for workflow management for 2025 and 2026 with all staff for information. The next publication is likely to be the CRNs, followed by the CSE FUR and the PPS Inspection Report. A communication planning meeting for the PPS report will be arranged.

Action: MMcV.

9.0 AOB

- There were no further points for discussion.



Jacqui Durkin
Chief Inspector of Criminal Justice

12 November 2025

Date

Next meeting – Wednesday 12 November 2025 at 10:00am
Inspector attending – Claire Feehan