



Senior Management Team (SMT) Meeting Outputs 12 November 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 15 October 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)**
Actioned/In progress.

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

- LP provided the papers showing the October 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. A bid has been made for £6k capital to replace mobile phones and renew Adobe licences.
- The January monitoring round exercise was submitted on 3 November.
- Pressures of £55k have been declared in relation to pay, non-pay and capital.
- DoJ have confirmed that DoF requires a full Business Case to be submitted to shorten the Inspector pay scale by removing the minimum point on the pay scale mirroring the 2025 NICS pay award.
- CJI intends to move forward and submit pay remits for approval to implement the progression and revalorisation of all staff pay scales in line with the 2025 NICS pay award.
- **Action: MMcV.**
- The Business Case to replace an Inspector and to recruit Associate Inspectors has been cleared by Sponsor.

4.0 Staff and Resource

- JC presented the first draft of the CJI Training and Development Plan. Some additional information was suggested including how the £6k budget was allocated, inclusion of CEF and Copilot, identifying what staff group the training was for, noting completed training etc. He will revise and share this with the team for comment and feedback. It will be on the agenda for the next team meeting and regularly on the agenda at SMT meetings.
- **Action JC.**
- The tender exercise to identify a recruitment consultant closed today. Responses will be evaluated next week.



- The candidate packs for the full time Inspector and Associate Inspectors are being designed. MMcV will share the draft of the Associate Inspector candidate pack with Inspectors for comment.

Action: MMcV.

- MMcV, JC and JD will review the application form.
- **Action: MMcV, JC and JD.**

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 has provided the DoJ with information for a response to an AQ on CJI's use of AI.
- A Save the Date email has been sent for the Corporate Plan consultation event on 21 January 2026 and work is ongoing to identify a suitable venue.

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 Community Resolution Notices Inspection Report was published on 23 October.
- The inspection of the Management of Organisational Performance in the Public Prosecution Service for Northern Ireland is planned for publication on 20 November.
- The team attended the Social Media Awards event on 18 October. JD said, that while not award winners it was a great success to be short-listed given the competition.

7.0 Effectiveness of the Quality Management System

- There were three ISO internal audits carried out during this reporting period.
- A number of Areas for Improvement were identified and have either been actioned or are in progress.
- JC will present the Quality Management System end of year report at the November staff meeting.

8.0 Inspection Programme - ISO Clause 9.1.3 (c)

- The Inspection Programme was discussed and key points such as reports at FAC stage and for publication before Christmas noted.
- The timeline for workflow management for 2025 and 2026 was reviewed and updated at the Inspectors meeting yesterday. The estimated publication of some report has shifted. JC is updating the Gantt chart and will share with BST to inform workplans. The Gantt chart will be tabled at monthly Inspector meetings for review and change if required.

9.0 AOB

- JC advised he has requested the DoJ Permanent Secretary to issue a circular to Permanent Secretaries Group to identify a new Non-Executive Member for our Audit and Risk Committee.



Jacqui Durkin
Chief Inspector of Criminal Justice

10 December 2025

Date

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