



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

Attendees: Jacqui Durkin, Chief Inspector (JD)
James Corrigan, Deputy Chief Inspector (JC)
Meloney McVeigh, Business & Communications Manager (MMcV)
Lindsay Peel, FSD (LP)
Roisin Devlin, Inspector (RD)
Linda Boal, CSO (LB)

1.0 Minutes

- Minutes of the previous meeting on 12 November 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/covered in agenda.

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 November 2025 budget position in advance of the meeting.
- The year-to-date position shows an overspend on pay due to the 2025-26 pay remit and an underspend on non-pay. A bid has been made for £6k capital to replace mobile phones and renew Adobe licences.
- January monitoring was returned declaring pressures of £55k in relation to pay, non-pay and capital. Allocation letters for January Monitoring Round expected to be issued in December.
- The 2025 pay remit for NICS aligned and Inspector staff was approved and submitted to HR Connect for payment. The 2025 SCS pay remit is still to be approved and work continues to progress this.
- The Business Case for the recruitment of a new Inspector and Associate Inspectors has been approved.
- A meeting with AAB Group and NIAO was held on 4 December to discuss planning for the 2025-26 external audit.

4.0 Staff and Resource

- The information packs and application forms for the recruitment of one full time permanent Inspector and Associate Inspectors are being finalised and designed.
- A recruitment partner has been identified following a tender exercise.
- The recruitment competitions will go live on 19 December for a three-week period closing on 9 January 2026. Shortlisting will then take place followed by an interview process. MMcV has asked sponsor division if the positions could be included in the Northern Ireland Civil Service (NICS) Weekly Opportunities Bulletin under the non-NICS roles. Promotional material for social media is being prepared.
- The Associate Inspector list will take account of the new 'Good Jobs' Employment Rights Bill.



- The CJI Training and Development Plan was circulated to all staff and is tabled for discussion at the January staff meeting.
- The NICS Standards of Conduct Policy in relation to External Opportunities has been changed from 1 December 2025 and a note was circulated to all staff, before the updated CJI policy is disseminated.
- Office cover over the Christmas holiday period has been arranged to ensure there is a presence each working day.

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)**

- The NIPSO Complaints Process is being updated and standardised for organisations including CJI. MMcV and others will attend the briefing sessions in January.
- A response has been received from the PSNI regarding data sharing agreement in the joint Protocol.

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 Child Sexual Exploitation Follow-Up Review will be published on Monday 15 December. A podcast and social media material are being prepared.
- An end of year summary is being prepared for social media.
- Work continues on the organisation of the January Stakeholder Consultation in preparation for a new CJI Corporate Plan and material is being prepared.

7.0 Effectiveness of the Quality Management System

- The yearly programme of internal audits has been completed and the Financial Processes audit report is being finalised.
- **Action: MMcV.**
- JC presented 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.

9.0 AOB

- JC and MMcV met with sponsor Department on 3 December for the quarterly Oversight Meeting where several issues were discussed.

Jacqui Durkin
Chief Inspector of Criminal Justice

14 January 2026

Date



Next meeting – Wednesday 14 January 2026 at 10:00am
Inspector attending – Maureen Erne