



Senior Management Team (SMT) Meeting Outputs 14 January 2026 at 10:00am

Attendees: Jacqui Durkin, Chief Inspector (JD)
James Corrigan, Deputy Chief Inspector (JC)
Lindsay Peel, FSD (LP)
Maureen Erne, Inspector (ME)
Linda Boal, CSO (LB)

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

1.0 Minutes

- Minutes of the previous meeting on 10 December 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.

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 December 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. This will rectify when the recent monitoring round outcome is included.
- The pressures noted in the November monitoring round were funded as part of the budget allocation confirmed in December 2025. JD and JC expressed their gratitude that these had been met.
- LP and MMcV will continue with close monitoring of the budget situation until year end.
- The £90k technical transfer for the DACPA work was confirmed as part of the final budget allocation.
- The 2025 pay remit arrears were paid to staff in the December pay run and the uplift applied. The SCS pay remit was approved and will be paid in January. Work on the Business Case for the Inspector pay scale has been completed by MMcV and is being progressed.
- The NIAO audit fee increase is higher than had been budgeted for. The Audit Strategy has been shared and is tabled for discussion at the Audit and Risk Committee meeting on 15 January.
- The nine-month accounts are being prepared for submission to FSD by month end and preparation is underway for the year end.
- LP advised that outstanding staff leave figures are required for year end and should align with the nine days carry over policy. JD said this needed to fairly apply to the whole team. JC agreed and ME said this would be welcomed.

4.0 Staff and Resource

- The recruitment competitions for a full time Inspector and Associate Inspectors were



launched on 19 December and closed on 9 January. Shortlisting meetings are scheduled this week. Interviews will take place early February.

- Unfortunately, the roles were not in the NICS Weekly Opportunity 22 and 29 December 2025 bulletins as planned, but they were included in the issue on 5 January.
- The opportunity for new Non-Executive members of the CJI Audit and Risk Committee remains open and will close Friday 16 January. JC has spoken to a number of potential applicants.
- All staff and the CI are requested to manage their annual leave to a nine day carryover maximum and to update LB with their approved annual leave before 31 January and planned leave for approval before 31 March for accounting purposes.
- **Action: All staff.**

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 revised NIPSO Complaints Process briefing sessions are being attended by CJI staff during January.
- The PSNI-CJI Protocol and draft Information Sharing Agreement has been returned to the PSNI in the hope it can be finalised soon.
- The Department of Finance has requested completion of an Inspection Security Data Protection Assurance Questionnaire which was shared last week with a return due by the end of January. This will be an opportunity to review current practice and training for staff would be beneficial.

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 was published on 15 December and received good media coverage.
- Planning for the Stakeholder Consultation Event on 21 January is continuing and final numbers will be confirmed on Friday.
- **Action: MMcV, JC and JD.**
- The Special Measures and Child Criminal Exploitation Inspection Reports are being prepared for permission to publish and publication.
- The Magilligan Prison and MARA draft reports are out for factual accuracy check.
- The DACPA Year 3 draft report is being proofed before being issued for factual accuracy check.
- ME advised that one Inspector has withdrawn their consent to use their image on CJI content published on X. Other Inspectors have similar concerns. JD and JC will discuss with MMcV and Isabel Faggioli.
- **Action JD and JC.**

7.0 Effectiveness of the Quality Management System

- The Financial Management audit report has been finalised and outstanding AFIs and non-conformances have been actioned. The revision of the Financial Procedures Manual has been completed and will be updated on the Process Map.
- JC will update the end of year report and circulate to all staff.
- **Action: JC.**
- NQA will carry out the audit re-certification of the ISO:9001 Quality Management



System on Tuesday 27 January. All Process Owners have been reminded to review their processes in preparation for the audit.

- **Action: All Process Owners**

8.0 Inspection Programme - ISO Clause 9.1.3 (c)

- The Inspection Programme was discussed and key points noted.

9.0 AOB

- There were no further points for discussion.

Jacqui Durkin
Chief Inspector of Criminal Justice

11 February 2026

Date

Next meeting – Wednesday 11 February 2026 at 10:00am
Inspector attending – Muireann Bohill