



Senior Management Team (SMT) Meeting Outputs 13 May 2026 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)
Claire Feehan, Inspector (CF)
Linda Boal, CSO (LB)

1.0 Minutes

- Minutes of the previous meeting on 22 April 2026 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 draft budget indicative allocations for the next three years; however it is highly likely that a one-year budget will be allocated.
- The Department of Finance has issued all Departments with a Contingency Planning Envelope in the absence of an agreed budget. Any allocation arising from this to CJI is unknown at this stage.
- The draft Annual Report and Accounts were submitted to the Auditors on 1 May and all requests to date have been responded to. The report will be tabled at the Audit and Risk Committee meeting on 4 June.
- The Business Case for the reduction on the Inspector pay scale will be progressed.

Action: MMcV

4.0 Staff and Resource

- A new full time Inspector will take up post in May and another in June. Exit interviews were carried out with no issues emerging other than the resourcing of inspections, particularly prison inspections.
- JC will arrange an Induction event for the Associates to meet together in the summer following the Minister of Justice's (Moj's) approval of the new Corporate and Business Plan and Inspection Programme. Availability will be sought to maximise attendance.
- **Action: JC.**

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 Annual Report and Accounts is in progress and was sent for first design.
- JC and MMcV are working on the Business Plan and Corporate Plan.
- MMcV is refreshing the CJI AI policy.
- MMcV will prepare the induction material for the two new Inspectors.
- Work has begun on recording Sustainability data. MMcV and LP will produce a



spreadsheet to record the information required.

- **Action: MMcV & LP.**
- The end of year PDPs are being finalised and this years are being drafted in line with the business plan / inspection programme.

6.0 Office Accommodation

- A Project Team is being established chaired by JC, with JD, MMcV, CF and LB; LP agreed to attend for relevant finance related agenda items. JC will produce a Project Initiation document and meeting agenda for the first meeting.
- **Action: JC.**
- SMT have viewed available DoJ owned premises.
- MMcV has been in contact with ESB Premises who have engaged with DoF and with the Strategic Asset Management Unit (SAMU) on CJI's behalf to identify possible alternative premises.
- LP advised that new accommodation may be considered a lease and as a result of previous recent NIAO advice require a capital budget allocation.

7.0 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 Year 3 Review of the Effectiveness of Part I of the Domestic Abuse and Civil Proceedings Act was published with good media coverage. Subject to clearance, the podcast will be published on the International Day of Families (15 May), or as soon as possible thereafter.
- The Review of Multi-Agency Review Arrangements in Northern Ireland report is being designed for publication. Permission to publish has not yet been received.
- The Approved Premises Follow-Up Review (FUR) is being prepared to send to the MoJ.
- Laying and publication of the Annual Report and Accounts is planned for before the NI Assembly summer recess.
- The Corporate Plan and Business Plan, subject to MoJ approval, will be published before summer recess.

8.0 Effectiveness of the Quality Management System

- An audit of the Full Inspection process was carried out this month which identified no non-conformances or areas for improvement.
- The Process Owners will be reviewed once the new Inspectors are in post.

9.0 Inspection Programme - ISO Clause 9.1.3 (c)

- The Inspection Programme was discussed and key points noted. Additional new Inspections, Reviews and FURs and Inspectors allocated will be added on the Programme once they are agreed.

10.0 AOB

- There were no further points for discussion.



Jacqui Durkin
Chief Inspector of Criminal Justice

11 June 2026

Date

Next meeting – Wednesday 10 June at 10:00am
Inspector attending – Claire Feehan