



Senior Management Team (SMT) Meeting Outputs Wednesday 9 September 2026 at 10:00am

Attendees: Meloney McVeigh, Acting Deputy Chief Inspector
Muireann Bohill, Inspector
Lindsay Peel, FSD
Isabel Faggioli, Business and Communications Officer

Apologies: James Corrigan, Acting Chief Inspector
Linda Boal, Corporate Secretariat Officer

1.0 Minutes

- Minutes of the previous meeting on 12 August 2026 to be signed off by JC on his return from annual leave. **Action: JC**

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 based on the August 2026 position, showing the draft budget indicative allocations for the next three financial years.
- A capital budget of £8K for 2026-27 is included.
- An in-year monitoring exercise was completed recently and submitted to FSD on 17 August 2026. No feedback has been received yet.
- The budget currently forecasts an overspend with significant pressures identified.
- Forecasts include an accrual to cover the 2026-27 pay award and overtime.
- Non pay pressures include DACPA Year 4 costs, relocation costs, design work, T&S, IT costs, training and development and inflationary pressures.
- MMcV indicated that the DACPA Year 4 costs were revised and there is a slight reduction in the estimated costs related to this work.
- The Business Case for the removal of the minimum point on the Inspector pay scale continues to await legal advice.
- An exercise to update the five-year departmental plan and future years budget information needs to be completed and sent to FSD by 28 September 2026 with approval from Sponsor. This exercise will support the organisation's budget position for 2027-28 and beyond. **Action: LP and MMcV**
- LP mentioned the importance of getting the PO approved before the invoice arrives to process payments faster and more efficiently.
- An SLA between FSD and CJI is currently being reviewed by FSD and LP will keep the SMT updated on its progress.

4.0 Staff and Resource

- A member of staff is currently on special leave.



- A part-time member of staff's non-working day has been adjusted. No change in the staff member's working hours.
- Ongoing engagement with HMI Prisons to arrange prison inspection shadowing visits. The next visit is scheduled for October, with future visits yet to be confirmed.

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)**

- A response to the latest Subject Access Request is being prepared.
- A response to the latest Freedom of Information Request is being prepared.
- A complaint has been received and has been passed to the Complaints Officer for their consideration and review. A response will be prepared and issued in due course y.
- CJI is responding to correspondence raising concerns about inspected organisations in line with the CJI Raising Concerns policy.
- The autumn ARAC meeting has been rescheduled due to other unavoidable commitments involving some non-executive members. It will now take place on Wednesday 14 October at 10am.
- Discussions with Sponsor are ongoing ahead of preparation for the progression of the CJI Chief Inspector public appointment process.
- The ISO process to request Associate Inspector services is being drafted. **Action: MMV**

6.0 Office Accommodation

- The Accommodation Project Group (APG) continues to meet regularly and has completed several visits to potential office accommodation sites in Belfast city centre and the wider area.
- The group is to develop a shortlist from the long list of options with a preferred option to be identified, the shortlist and preferred option will be shared with the wider team at the next General Staff Meeting.
- Work is commencing to draft CJI's accommodation business case.

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)**

- Presentations are being developed for upcoming events, including the ICPA Prison Conference in Belfast (Oct 2026), the Independent Oversight Authority of Kenya visit (Sept 2026), organised and hosted by OPONI, and the Five Nation Policing Conference (Oct 2026).
- JC met the new Head of Secretariat for the UK NPM at CJI's offices on 1 September.
- The New Zealand Assistant Chief Prison Inspector will visit CJI on 16 September.
- A bid to contribute an article for a blog on a local think tank website was discussed. Profiling a future inspection at time of publication was discussed.
- The NIPB Human Rights Advisor will visit CJI on 17 September.
- A discussion on the use of AI will take place at the next General Staff Meeting.
- An internal audit of CJI's Communication and Engagement business function is due to take place in Q4 (est. December 2026/January 2027). Preparatory work has started to gather documentation and review existing processes.



MB suggested promoting CJI's involvement in public consultations to the Communications Team and the idea was welcomed and accepted. **Action: MMV and IF**

8.0 Effectiveness of the Quality Management System

- There was one ISO audit conducted during this reporting period and finding will be shared at the next SMT meeting.

9.0 Inspection Programme - ISO Clause 9.1.3 (c)

- The Inspection Programme was discussed and key points noted.
 - On JC's return from annual leave, the Adult Safeguarding Arrangements Inspection will be finalised for submission and a letter drafted to the Minister of Justice requesting approval to publish. **Action: JC**

10.0 AOB

- There were no further points for discussion.

Meloney McVeigh

15 October 2026

Meloney McVeigh
T/Deputy Chief Inspector and Chief Executive,
Criminal Justice Inspection Northern Ireland

Date

on behalf of

James Corrigan
Acting Chief Inspector of Criminal Justice in Northern Ireland

Next meeting – Thursday 15 October at 10:00am
Inspector attending – Nadine Fullerton