

Management Team Meeting Outputs –24 August 2016

Those present: Brendan McGuigan, Chief Inspector (BMcG)
Meloney McVeigh, Business & Communications Manager (MMcV)
Joanne Jamison, FSD (JJ)
Ian Cameron, Inspector (IC)
Linda Boal, PA (LB)

Apologies: James Corrigan, Deputy Chief Inspector (JC); and
Linda Boal, PA (LB)

1.0 Minutes

- Minutes of the previous meeting were agreed and signed by BMcG.

2.0 Matters arising - ISO Clause 5.6.2 (e)

- Joanne Jamison (JJ) and JC have met to discuss the amount available within the existing training budget and how it can be best utilised in support of the organisation.
- JC will hold discussions on future ways of working which will involve both the business support and the Inspectors.
- **Action: JC**

3.0 Finance and Audit - ISO Clause 5.6.2 (a and d)

- Joanne Jamison (JJ) distributed papers showing the up-to-date position in respect of resource funding based upon the June 2016 budget profile.
 - October Monitoring Round return was submitted on 11 August 2016. Budget profile will be updated in due course.
 - An exercise to profile the potential impact of budget cuts over the next three financial years (2017/18-2019/20) has been commissioned. The budget planning exercise is to be returned to FSD by 09. September 2016. JJ, JC and MMV to meet to discuss before submitting a response.
- Action: JJ, JC & MMV.**

4.0 Staff and resource requirements

- **Inspector recruitment:**
 - JCs addendum to the BC to support the employment of two Inspectors (equivalent to 1.2 FTE) on a part time basis has been approved by Sponsor Division. The second PT Inspector has been informed of the outcome of this process. The new Inspectors will take up post on 1 September and 12 September 2016 respectively. Induction packs are being prepared by MMV for ahead of their start dates.
 - JC, MMcV and RL will design a new CJI Induction Process prior to September. Input will also be sought from other Inspectors and will draw on information obtained from staff Exit Interviews.
 - **Action: RL, JC & MMV.**
- **VES:**

- Preparation is underway to support the exit to two staff members under VES with effect from 30 September 2016. Civil Service Pensions have advised that compensation payments will be made to staff on the first banking day after termination of service and that monies will then be recouped from CJI. Any additional entitlement from the 2016 salary uplift will be paid at a later stage. JJ to notify Cash Forecasting to ensure sufficient monies are available for recoupment.
- **Action: JJ**
- **Staff absence:**
- Two staff members are currently on long term sickness absence. Their absence is being managed by their respective line managers in accordance with long term sickness absence processes.
- One other staff member is also currently absent.

5.0 Business Manager Update

- MMcV advised all outstanding 2015 pay remits have been approved and arrears and uplifts are to be paid/applied in this month's salary run (Aug 2015). Initial approved 2015 pay remit arrears and uplifts for NICS aligned staff were successfully paid in the July salary run.

6.0 Media & Communications

- The Driving Change and the Resolve CBRJ Scheme reports are being proofed and designed for publication. Press releases to be drafted in relation to both reports which will be published following the commencement of the new NI Assembly session in Sept 2016.

7.0 Inspection Programme - ISO Clause 5.6.2 (c)

- The inspection programme was discussed with no major issues to address.

8.0 AOB

- No issues were discussed.


Brendan McGuigan


Date

Next meeting – Wednesday 7 September 2016 at 10:00am
Inspector attending – Rachel Lindsay