

Management Team Meeting Outputs –10 November 2016

Those present: Brendan McGuigan, Chief Inspector (BMcG)
James Corrigan, Deputy Chief Inspector (JC)
Meloney McVeigh, Business & Communications Manager (MMcV)
Joanne Jamison, FSD (JJ)
David MacAnulty, Inspector (DMacA)
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)

- MMcV is taking forward the options for Audit Chair
- FSD are providing support in respect of inputting requisitions, ensuring funds are in place for payment of GPCs and receipting requisitions on receipt of advice from CJI
- ISO succession arrangements were discussed. DMacA will act as co-ordinator for the inspections and LB will be co-ordinator for business support functions. Both will bring ISO issues to the MTM for enforcement.
- JJ advised that JG had carried out a significant piece of work on the CJI Asset Register and she will meet with him to finalise for year-end.
- JJ advised that there were no significant changes planned to the format of the Annual Report and Accounts report.

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

- JJ distributed papers showing the resource funding position based upon the October monitoring round.
- The January monitoring round return submitted 7 November advised of a £10K easement in relation to legal challenge costs.

4.0 Staff and resource requirements

- There were no items to report.

5.0 Business Manager Update

- MMcV is pursuing a resolution in respect of the ICT contract extension.
- MMcV, JC & JJ attend an Oversight Meeting with Sponsor Department on 26 October.
- Preparations have begun for the production of the CJI Corporate and Business Plan.

6.0 Media & Communications

- The Hydebank Wood and Ash House reports were published 27 October with significant media coverage.

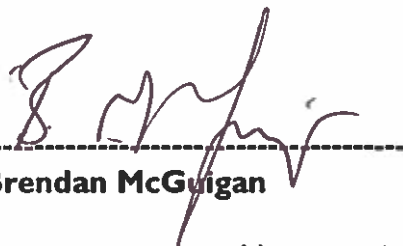
- The Maghaberry light touch review has been submitted for Ministerial permission to publish and for design.
- A briefing paper is being prepared on the Driving Change report for presentation to the Justice Committee.

7.0 Inspection Programme - ISO Clause 5.6.2 (c)

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

8.0 AOB

- JJ advised of the following changes to staff Travel and Subsistence claims:
 - **From 1 January 2017** the daily subsistence payment will no longer be at a set rate. It will become receipt based with claims only payable for the actual amount spent. The 'Daily Subsistence' tab will be removed from the Account NI screen.
 - With **immediate effect** all mileage claims should be made in accordance with the new guidance from the HR Handbook which will be circulated to all staff.
Action: MMcV to circulate guidance.



Brendan McGuigan

23.11.16

Date

Next meeting – Wednesday 23 November 2016 at 1:30pm
Inspector attending – Stephen Dolan