

Management Team Meeting Outputs – 11 January 2017

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

Apologies: 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)

- None.

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

- JJ distributed papers showing the resource funding position based upon October monitoring.
- There has been no further information regarding January monitoring.
- A return was submitted to the Department on the non-cash resource depreciation costs with a pressure declared of £3K. JJ is to explore relieving of CJI IT assets in advance of change in CJI's IT support arrangements from December 2017 to ensure CJI's cash budget in 2017-18 is not adversely impacted.
- JJ and MMcV have met and discussed future budget requirements for the last quarter of 2016-17. It is proposed CJI will declare a £15k easement in the January Board Report return.
Action: JJ
- JJ requested all spend be notified to her as soon as possible for budget monitoring purposes in run up to year end.
Action: All CJI staff

4.0 Staff and resource requirements

- MMcV and Dept. HR are taking forward the recoupment of overpayment in final month's salary of a former CJI staff member who left under VES. This matter is ongoing.
- JC indicated CJI has been notified an agreement has been reached between NICS and TU side re the 2016 pay settlement. A one step increase and 1% revalorisation has been agreed, however the deal to date has not been implemented and salary increases/ arrears applied within the NICS. JJ has completed preparatory work but is awaiting issue of new pay remit pro forma and guidance papers before this can be progressed further. MMV to take forward accompanying Business Cases once guidance has issued. JJ to check with FSD colleagues when guidance/pro formas will be issued.
Action: JJ

5.0 Business Manager Update

- MMcV has completed the 4th Article 55 return for the Equality Commission. This will be held on file should it be requested by the Equality Commission. John Gallagher has completed the Equality Commission yearly monitoring return.
- MMcV has updated the draft Corporate Plan taking into account feedback from CJI Staff. BMcG will draft a foreword for inclusion in the document.
Action: BMcG
- MMcV is taking forward work to complete the 2016-17 Business Plan which will then be shared with staff.
- **Action: MMV**

6.0 Media & Communications

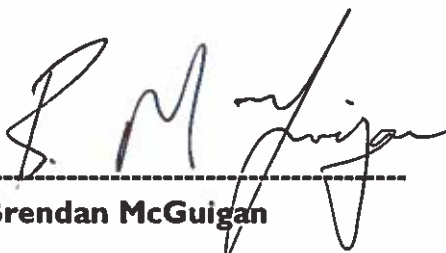
- Preparation work undertaken ahead of CJI's evidence session with Justice Committee on 12 January 2017 on the Coronial Legacy Inquest Inspection Report (published December 2016). BMcG, William Priestley and David MacAnulty attending.
- MMcV is commencing work on 2016-17 Annual Report text in preparation for year-end.
Action: MMcV

7.0 Inspection Programme - ISO Clause 5.6.2 (c)

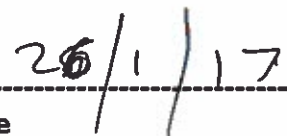
- The inspection programme was discussed with no major issues to address.
- Dates are being finalised to enable three Inspectors to take up week long placements with partner Inspectorates to assist in staff development and help inform CJI inspections before end of March 2017.

8.0 AOB

- Team Planning Day - JC proposed the date be amended from 09 February (Thurs) to 21 February 2017 (Tues) to facilitate SW's participation in training with partner inspectorates in England and availability all staff. SW to contact NI Hospice, Somerton Road to establish availability of facility for new date. Once agreed, possible facilitators will be contacted by JC/MMcV.
Action: SW/JC & MMcV
- The SMT will agree the format for the day.
- CJI's ISO audit to take place on Wednesday 18 January 2017.



Brendan McGuigan



Date

Next meeting – Wednesday 25 January 2017 at 10:00am
Inspector attending – Stevie Wilson