Management Team Meeting Outputs – 27 November 2013

Those present: Brendan McGuigan, Chief Inspector (BMcG)
James Corrigan, Deputy Chief Inspector (JC)
Meloney McVeigh, Business & Communications Manager (MMcV)
Ian Cameron, Inspector (IC)
Billy Irvine, FSD (BI)
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 for action.

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

Finance

- BI distributed papers forecasting the draft budget for 2014-15 factoring in the likely reduction in the budget. Discussion took place around the variances and BI will update with firm figures once these are available.

4.0 Staff and resource requirements

- Options for maternity cover for the Inspector and Business Support posts were discussed with the option to advertise as secondment opportunities on the Interchange website in the first instance.

5.0 Business Manager Update

- JC has produced a shortlist of seven potential office premises and site visits will commence next week.

6.0 Media & Communications

- The Approved Premises and Dealing with the Past reports have been published with good media coverage received.
- The Northern Ireland Legal Services Commission Corporate Governance report will be published this week.
- The Youth Justice Review and the OPONI/PSNI Relationship reports are being proofed for publication in December.
- BMcG thanked everyone for their efforts in ensuring the publication of the increased number of reports over the past few weeks.
- BMcG has almost completed his programme of stakeholder consultation meetings during which he has received considerable positive feedback in respect of published CJI reports.

7.0 Inspection Programme - ISO Clause 5.6.2 (c)

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

8.0 AOB

- There were no further items for discussion.

Brendan McGuigan **Date** 11/12/13

Next meeting – Wednesday 11 December 2013 at 2:00pm
Inspector attending – Derek Williamson