

## Management Team Meeting Outputs – 10 April 2013

**Those present:** Brendan McGuigan, Chief Inspector (BMcG)  
James Corrigan, Acting Deputy Chief Inspector (JC)  
Meloney McVeigh, Business & Communications Manager (MMcV)  
Bill Priestley, Inspector (BP)  
Stephen Dolan, Inspector (SD – part)  
Joanne Jamison, FSD (JJ)  
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)

- BI is awaiting the average DoJ cost for accommodation and will bring this to the next MTM.  
**Action: BI**
- MMcV had a conversation with CJI's Designers who will produce further suggestions for refresh of hard copies and electronic versions of inspection reports.

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

#### **Finance**

- JJ gave an overview on the current position in relation to resource funding; opening budget 2013-14, which was submitted to Sponsor Branch on 5 April; June monitoring round, which will be the first opportunity to bid for resource, capital and non-cash; year end annual resource accounts and prompt payments.
- JJ and MMcV to discuss printing costs and T&S claims before bringing forward spend relating to deferred items.
- Sponsor branch have raised a few queries regarding the pay remits and BI intends to review these with them this week.
- BI & JJ to meet with MMcV to define a plan for 2013-14 work costs to enable better communication and budget management.

#### **Audit:**

- Internal audit report still outstanding. MMcV to pursue.  
**Action: MMcV.**

### 4.0 Staff and resource requirements

- The deadline for receipt of tenders for the DCI recruitment process is today with a few already received. MMcV will circulate hard copies tomorrow to the evaluation panel.  
**Action: MMcV.**

## **5.0 Business Manager Update**

- SD joined the meeting and presented the CJI Governance Statement. Some minor amendments were suggested. SD will also seek input from JG and amend the document accordingly. The Statement was approved by the SMT. MMcV will distribute the final document to the ARC members.

**Action: MMcV**

## **6.0 Media & Communications**

- PBNI Community Supervision and PPS Corporate Governance reports are now at an advanced stage. Publication planned for w/c 22 and 29 April.
- Permission to publish PSNI Workforce Modernisation has been received and it will be sent for design this week. Publication planned for w/c 6 May.
- AM working on PBNI Community Service review to send to Minister.
- Public Disorder inspection planned for publication w/c 13 May.
- MMcV & BMcG to meet with SD regarding PPS Corporate Governance publication and with & JC regarding PSNI Workforce Modernisation publication.
- MMcV has produced a publication schedule for information.
- JC enquired about the efficiency plan update and MMcV advised she is currently working on it.

## **7.0 Inspection Programme - ISO Clause 5.6.2 (c)**

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

## **8.0 ISO**

- BP advised that ISO 9001 accreditation is due to expire at the end of the year and enquired if the SMT wished to re-apply for full accreditation. The SMT agreed they would proceed as it was considered to be of value.

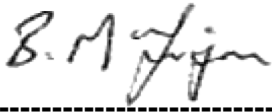
**Action: BP**

- BP advised that accreditation should take place in December and be scheduled not to clash with audit.

## **9.0 AOB**

- BP enquired if a decision had been reached yet in relation to the CJI Document and Records Policy. SMT agreed to go with the option to retain material for the longest period and asked that DW speak with JG to ensure that the system can cope with the extra capacity.

**Action: DW**



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**Brendan McGuigan**

----- 24 April 2013 -----

**Date**

Next meeting – Wednesday 24 April 2013 at 2.00pm  
Inspector attending – Derek Williamson