

Management Team Meeting Outputs – 9 March 2017

Those present: Brendan McGuigan, Chief Inspector (BMcG)
James Corrigan, Deputy Chief Inspector (JC)
Meloney McVeigh, Business & Communications Manager (MMcV)
Stephen Dolan, Inspector (SD)
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 9.3.2 (a)

- All actioned.

3.0 Finance and Audit - ISO Clause 9.3.2 (c)

- JJ distributed papers showing the resource funding based upon the October monitoring.
- The final budget for the 2016-17 year was confirmed on 3 February as £1,107K.
- Easements were advised to the Department through the December and January Board reports totalling £30k following a detailed review of spend against budget.
- Forecast spend for 2017-18 incorporates a reduction of 4% on the 2016-17 opening budget leaving an Indicative Control Total of £1,026K. This was submitted to FSD.
- A refreshed Capital forecast was submitted to FSD on 10 February 2017 showing a Capital requirement of £5K 2017-18 and Nil return for 2018-19 – 2021.

4.0 Staff and resource requirements ISO Clause 9.3.2 (d)

- There were no points for discussion.

5.0 Business Manager Update ISO Clause 9.3.2 (e&f)

- The CJI Draft Annual Report and Accounts have been submitted to R Logan in FSD.
- The Business Case for Enterprise Shared Services has been submitted to sponsor division for approval and MMcV will monitor its progress.

Action: MMV

6.0 Media & Communications ISO Clause 9.3.2 (b)

- The DARD inspection report has been designed and is ready for Ministerial submission.
- The Corporate and Business Plan has been sent for design.
- Proofing has begun on the Cyber Crime report.

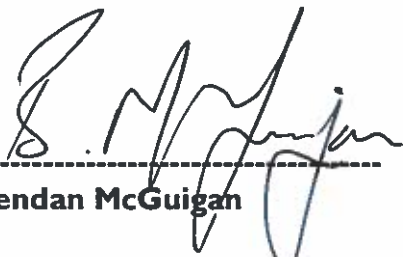
7.0 Inspection Programme - ISO Clause 9.1.3 (c)

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

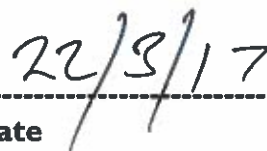
8.0 AOB

JJ asked for the invoices in respect of facilitation and venue for the Team Planning Day to be provided as soon as possible.

Action: MMcV



Brendan McGuigan



Date

Next meeting – Wednesday 22 March 2017 at 10:00am
Inspector attending – David MacAnulty