

Management Team Meeting Outputs – 24 September 2015

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

Apologies: Rachel Lindsay, Inspector (RL)
Linda Boal, PA (LB)

1.0 Minutes

- Minutes of the previous meeting were agreed and signed by BMcG. AM will pass to LB on her return.

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 up-to-date position in respect of resource funding based upon the June monitoring budget profile.
- JJ will commence work on the six month interim accounts at the end of September.

4.0 Staff and resource requirements

- A member of CJI staff previously on long term sickness absence has completed an agreed phased return to work. A subsequent meeting is being arranged by line manager and employee has now resumed a normal working hours pattern.
- Another member of staff currently on long term sick leave is expected to return next week.
- The temporary Inspector continues to work with the inspection team and the contract will be reviewed during October.

5.0 Business Manager Update

CJI 2013-14 Pay Remits:

- The Grade C pay remit has been approved and will be included in October's salary for relevant staff.
- The Inspectors pay remit is currently waiting on Ministerial approval within DfP.
- The NICS aligned staff pay remit was sent to DfP on 18 September and is currently awaiting review by DfP economists.
- The SCS business case is progressing.

6.0 Media & Communications

- PSNI contact management FUR (Answering the Call) was published today, 24 September with some media (radio) interest.
- PPS giving of reasons FUR (Telling them Why) is progressing well through the design and QA processes.
- File quality / disclosure is being proofed to prepare for Ministerial submission.
- Youth Justice Review recommendations monitoring report is with MMcV for proofing, publication is likely for November/December.
- The Maghaberry Prison report is near completion before submission to Minister.

7.0 Inspection Programme - ISO Clause 5.6.2 (c)

- The inspection programme was discussed with no major issues to address. JC confirmed that four additional inspections will be included in the 2015-16 Business Plan.

8.0 AOB

- JJ advised AccountNI are restructuring the current fixed assets register. JJ is investigating if a field link can connect CJI's assets into the new register.



Brendan McGuigan

14/10/15

Date

Next meeting – 2.00pm, Wednesday 14 October 2015
Inspector attending – David MacAnulty