

## **Management Team Meeting Outputs –20 July 2016**

**Those present:** James Corrigan, Deputy Chief Inspector (JC)  
Meloney McVeigh, Business & Communications Manager (MMcV)  
Joanne Jamison, FSD (JJ)  
David MacAnulty, Inspector (DMacA)  
Linda Boal, PA (LB)

**Apologies:** Brendan McGuigan, Chief Inspector (BMcG)

### **1.0 Minutes**

- Minutes of the previous meeting were agreed and signed by JC.

### **2.0 Matters arising - ISO Clause 5.6.2 (e)**

- Covered in agenda.

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

- Joanne Jamison (JJ) distributed papers showing the up-to-date position in respect of resource funding based upon the June 2016 budget profile.
- JJ asked that any requirements for Consultancy or training to be identified as soon as possible and prior to the October monitoring round. JJ will advise JC of the amount in the training budget.

**Action: JJ & JC**

### **4.0 Staff and resource requirements**

- **Inspector recruitment:**
  - JC has prepared an addendum to the Business Case to support the preferred option. The two new Inspectors are scheduled to take up employment 1 September.
- **VES:**
  - The scheme has now reached conclusion with exit being managed for 30 September 2016. Civil Service Pensions have been notified. Compensation payments will be paid to staff the first banking day after termination of service. Any additional entitlement from the 2015 salary uplift will be paid following that.
- JC will hold discussions on future ways of working which will involve both the business support and the Inspectors.
- JC, MMcV and RL will design a new CJI Induction Process prior to September.

### **5.0 Business Manager Update**

- MMcV advised that all outstanding 2015 pay remits have been approved and will be paid in the August salary.

### **6.0 Media & Communications**

- The Driving Change and the Resolve CBRJ Scheme reports are being proofed and

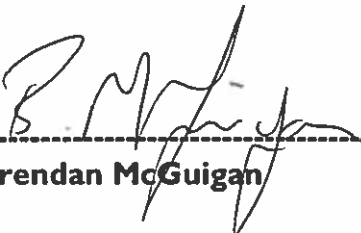
designed for publication.

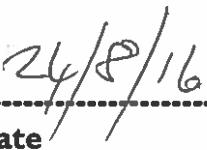
#### **7.0 Inspection Programme - ISO Clause 5.6.2 (c)**

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

#### **8.0 AOB**

- Further to the presentation of ISO Audit of Documents and Records at the previous meeting, MMcV shared a draft of the wording of the corresponding risk to be included in the CJI Risk Register. This will be discussed, scored and confirmed at the next scheduled review of the Risk Register.

  
-----  
**Brendan McGuigan**

  
-----  
**Date**

Next meeting – Wednesday 10 August 2016 at 10:00am  
Inspector attending – Rachel Lindsay