

Management Team Meeting Outputs – 15 April 2015

Those present: Brendan McGuigan, Chief Inspector (BMcG)
James Corrigan, Deputy Chief Inspector (JC)
Meloney McVeigh, Business & Communications Manager (MMcV)
Derek Williamson, Inspector (DW)
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)

Actioned

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 January monitoring budget profile, opening budget 2014-15, planning for the 2015-16 budget, prompt payments, Account NI KPIs and FSD KPIs. The outturn showed an easement of £28K against staff costs and £65K against non-staff costs. Discussions were raised around the variances between the actual and budgeted expenditure and all points raised were dealt with by JJ.

4.0 Staff and resource requirements

- No further changes to report.

5.0 Business Manager Update

- The pay CJI pay remits were discussed. The final figures in respect of the NICS pay case can not be input until the ongoing Business Case for the IT and Security Manager is agreed. Once this has been agreed all three pay cases will be submitted to Sponsor Department for approval.
- DW suggested that a process be agreed with Sponsor Department in respect of the yearly submission of the pay remit business cases as CJI encounter the same protracted delay every year to approve staff salary increases. JC advised that CJI cannot proceed with the preparation of pay remits until the NICS agree their pay increases but the principle remains that all staff are contractually entitled to an uplift in salary. Based on previous experience, JC and MMcV met with Sponsor Department in February to try to expedite the process this year.
- JC agreed to speak with other NDPBs to solicit their views and experience in relation to staff pay remits.

Action: JC

6.0 Media & Communications

- The Youth Conferencing report was published 26 March 2015.
- Permission to publish the DoE Environmental Crime Unit report has been received. The report is being designed for publication.
- The Juvenile Justice Centre report has been sent to the Minister for permission to publish.
- The Spec is being designed for publication.
- Work on the Annual Report is underway.

7.0 Inspection Programme - ISO Clause 5.6.2 (c)

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

8.0 AOB

- JC advised the internal audit will be carried out tomorrow. The focus will be mainly on corporate governance.
- Training on the Oasis terminal will take place end of May/early June and JJ will obtain the relevant password for all users.


Brendan McGuigan


Date

Next meeting – Wednesday 29 April 2015 at 10:00am
Inspector attending – Derek Williamson