

Management Team Meeting Outputs –14 December 2016

Those present: Brendan McGuigan, Chief Inspector (BMcG)
James Corrigan, Deputy Chief Inspector (JC)
Meloney McVeigh, Business & Communications Manager (MMcV)
Joanne Jamison, FSD (JJ)
Stevie Wilson, Inspector (SW)
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)

- None.

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

- JJ distributed papers showing the resource funding position based upon the October monitoring.
- There has been no further information regarding January monitoring.
- A return was submitted to the Department on the non-cash resource depreciation costs with a pressure declared of £3K.
- JJ and MMcV to meet today to discuss budget requirements for the remainder of the year.

4.0 Staff and resource requirements

- CTC clearance has now been obtained for the new Inspectors.
- The recoupment of an overpayment of VES funds is being pursued.

5.0 Business Manager Update

- MMcV has completed the Article 55 return for the Equality Commission. JG has completed the yearly monitoring return to support this.
- MMcV is updating policies in preparation for ISO assessment.

6.0 Media & Communications

- The Coronial Processes inspection report was published on 8 December.
- The draft Corporate Plan has been circulated internally for comment.

7.0 Inspection Programme - ISO Clause 5.6.2 (c)

- The inspection programme was discussed with no major issues to address.
- A discussion was held in respect of report publication and how to better schedule this to allow for a planned communications strategy.

- MMcV highlighted issues around the time allocated from receipt of Ministerial permission to publish to report publication.
- Three Inspectors will take up week long placements with partner Inspectorates to assist in staff development and help inform CJI inspections.

8.0 AOB

- JC confirmed that the CJI team planning day will be Thursday 9 February at the NI Hospice, Somerton Road.
- The SMT will agree the format for the day.
- JC will source a suitable Facilitator for the afternoon session to aid with corporate planning.
- Brendan concluded the meeting by extending his thanks for all staff for their help and support during the past year.



Brendan McGuigan



Date

Next meeting – Wednesday 11 January 2017 at 10:00am
Inspector attending – Stevie Wilson