

Management Team Meeting Outputs – 23 October 2014

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

- Joanne Jamison (JJ) distributed papers showing the up-to-date position in respect of finance. Discussions were raised around the variances between the actual and budgeted expenditure and all points raised were dealt with by JJ.
- JJ will set up the budget transfer to DFP in respect of the premises move before January 2015.
- JJ shared the DoJ Account NI Key Performance Indicators which shows how CJI has performed against the KPIs during September 2014.

4.0 Staff and resource requirements

- MMcV has shared the new Terms and Conditions with the Business and Communications Support Officer which will take effect from November 2014.

5.0 Business Manager Update

- MMcV has been responding to requests for information to the DoJ.
- MMcV has now received clarification on the cost per person for the premises move.
- The dilapidation assessment for 14 Great Victoria Street has been carried out and Land and Property have requested this information on our behalf.
- The estimated costs for work to be carried out to the Knockview building has been received but requires further negotiation.

6.0 Media & Communications

- The Safety of Prisoners report was published 23 October 2014 with a number of pieces of media coverage.
- Publication of the Serious and Organised Crime report is planned once the proofing

process is complete.

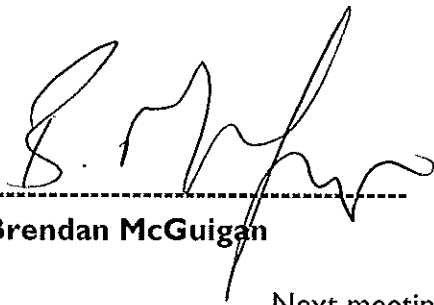
- The next edition of the Spec is ready for publication with another edition planned for November.
- The Police and Community Safety Partnership report is now being proofed in preparation for ministerial submission.
- The Magilligan Prison inspection report is with HMIP and should be received shortly.
- The report on Discretionary Disposals should be next and this is currently at peer review stage.

7.0 Inspection Programme - ISO Clause 5.6.2 (c)

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

8.0 AOB

- A complaint about CJI was received 20 October with a response issued 22 October. A CJI Officer has been appointed to deal with the complaint once full details are received.



Brendan McGuigan

12 / 11 / 14.

Date

Next meeting – Wednesday 12 November at 10:00am
Inspector attending – David MacAnulty