

## Management Team Meeting Outputs –6 July 2016

**Those present:** Brendan McGuigan, Chief Inspector (BMcG)  
James Corrigan, Deputy Chief Inspector (JC)  
Meloney McVeigh, Business & Communications Manager (MMcV)  
Joanne Jamison, FSD (JJ)  
Bill Priestley, Inspector (BP)  
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 resource funding based upon the June 2016 budget profile.
- The CJI Annual Report and Accounts were laid in the Assembly 1 July 2016.

### 4.0 Staff and resource requirements

- **Inspector recruitment:**
  - The first candidate has been appointed on a three day per week part-time basis with a start date of 1 September 2016. Security checks are in progress.
  - The second candidate has been approached and discussions are ongoing with Sponsor Department to confirm a part-time working pattern.
  - JC will prepare an addendum to the Business Case to support the preferred option.
- **VES:**
  - The two members of Business Support who expressed an interest in taking VES are proceeding and will exit on 30 September 2016.
- JC will now meet with MMcV and JJ to plan support needs going forward. This will be followed by discussions with all business support staff.
- There is currently one staff member on sick absence and this is being managed by MMcV.

### 5.0 Business Manager Update

- MMcV advised that the 2015 pay remit for the NICS aligned staff members in CJI has been signed-off by the Minister of Finance and should be paid in the July salary. The three remaining 2015 pay remits for other CJI staff are with the Finance Minister for sign-off.

### 6.0 Media & Communications

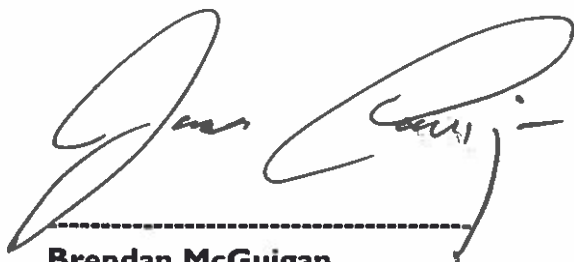
- A number of reports were published with limited media coverage:
  - Anti-Social Behaviour on 27 June;
  - Prisoner Recalls on 30 June;
  - Maghaberry full inspection on 1 July; and
  - CJI Annual Report and Accounts on 1 July.
- The Driving Change report was submitted for Ministerial permission to publish.
- The Resolve CBRJ Scheme report is being prepared for Ministerial submission.
- An edition of the Spec is being prepared for publication.
- The CJI web site review is being taken forward by MMcV.

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

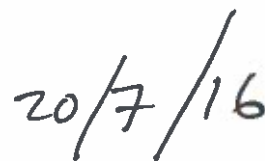
- The inspection programme was discussed with no major issues to address.

## 8.0 AOB

- ISO Audit of Documents and Records
  - BP presented the findings of the recent audit of Documents and Records. The audit found seven minor non-conformances and 12 areas for improvement. BP suggested that this area be added to the CJI Risk Register as the CJI Documents and Records policy supports our legislative requirements. The MTM agreed and BP shared draft wording of the risk.
  - BP will share the Audit Report and Non-Conformances with staff for action.
  - The STM agreed that this area will be presented at the MTM on a regular basis for up date.
- MMcV advised that JG was taking forward a Business Case to extend the ICT contract for another year. The current contract was agreed for a three year period (ending November 2016) with the option to extend for another one plus one years. JG has met with the DoJ contact point to discuss the use of Shared Services but this cannot be completed within the necessary time frame.
- The Facilities Manager for Knockview has advised that painting of public facing areas of the premises will be carried out. This is scheduled to take place during August and will involve week-end work to reduce the impact on the working day.



**Brendan McGuigan**



**Date**

Next meeting – Wednesday 20 July 2016 at 10:00am  
 Inspector attending – David MacAnulty