

Management Team Meeting Outputs – 11 December 2013

Those present: Brendan McGuigan, Chief Inspector (BMcG)
James Corrigan, Deputy Chief Inspector (JC)
Meloney McVeigh, Business & Communications Manager (MMcV)
Derek Williamson, Inspector (DW)
Billy Irvine, FSD (BI)
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 for action.

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

Finance

- BI distributed papers detailing the financial position based on the October monitoring budget. Discussions were raised around the variances between the actual and budgeted expenditure and all points raised were dealt with by BI.

4.0 Staff and resource requirements

- Maternity cover for the Inspector and Business Support posts was discussed. The SMT have decided not to provide maternity cover for the Inspector post. Maternity cover for the Business Support post will be pursued in the New Year.

5.0 Business Manager Update

- The SMT aim to get a shortlist of potential office accommodation for the Business Case by the end of this week. A number of site visits have already taken place with a few more planned.

6.0 Media & Communications

- The Northern Ireland Legal Services Commission and the OPONI/PSNI reports have been published with good media coverage received.
- Publication of the Youth Justice Review is planned for week commencing 16 December.
- The Parole Commissioners, Management of Jurors and Securing Attendance at Court follow-up reviews are planned for publication in the New Year.
- The Forensic Science report will be published once permission is received.
- BMcG has now completed his programme of stakeholder consultation meetings during which several interesting points have been received. A summary document will be prepared for the next Inspector's meeting.

Action: BMcG.

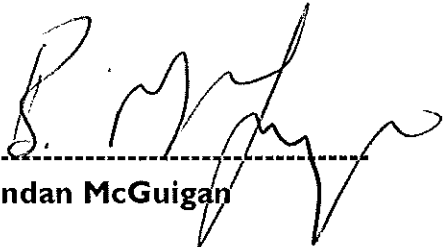
7.0 Inspection Programme - ISO Clause 5.6.2 (c)

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

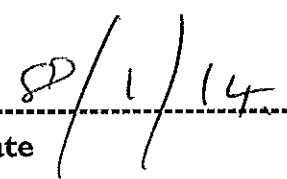
8.0 AOB

- Access NI checks – JC advised on the options for renewal of Access NI clearances. The MTM agreed to extend the renewal period for all existing Access NI checks to five years.
- BI distributed copies of the six month accounts for information and will produce a set of nine month accounts for the next Audit Committee meeting.

Action: BI



Brendan McGuigan



Date

Next meeting – Wednesday 8 January 2014 at 10:00am
Inspector attending – David MacAnulty