

## Management Team Meeting Outputs – 26 November 2014

**Those present:** Brendan McGuigan, Chief Inspector (BMcG)  
James Corrigan, Deputy Chief Inspector (JC)  
Meloney McVeigh, Business & Communications Manager (MMcV)  
David MacAnulty, Inspector (DMacA)  
Linda Boal, PA (LB)

**Apologies:** Joanne Jamison, FSD (JJ)

### 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)

- MMcV has been trying to obtain a copy of the dilapidation report from the landlord. She has spoken with Land and Property Services to emphasise the potential impact this could have on CJI. Land and Property Services will again contact the landlord's representatives.
- MMcV has also spoken with the Departmental Solicitors Office regarding this issue.
- The management team agreed that CJI should have an independent dilapidation survey carried out to produce a report showing the estimated costs of dilapidation.  
**Action: MMcV**
- MMcV and DMacA to write to the landlord's agents to advise that CJI will begin work on dilapidation.  
**Action: MMcV**
- NIPS funds in respect of the work carried out for the PRT to be transferred to CJI.

### 4.0 Staff and resource requirements

- One member of support staff currently on sick leave.

### 5.0 Business Manager Update

- The addendum to the accommodation Business Case has been submitted. A response was received today with two queries and this will be addressed today.  
**Action: MMcV/JC**

### 6.0 Media & Communications

- Permission to publish the Police and Community Safety Partnership report has been received and the report is being processed for publication. Publication planned week

commencing 1 December.

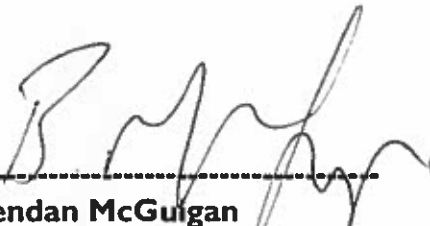
- The report on Discretionary Disposals has been submitted to the Minister for permission to publish and the first design version has been received.
- The Magilligan Prison inspection report has been received for proofing and will be submitted for Ministerial permission to publish early in January.
- Material is being collated for the next edition of the Spec.
- The independent inquiry on Child Sexual Expatriation report in which CJI was involved, has been published on the website.

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

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

#### **8.0 AOB**

- No further points for discussion.

  
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**Brendan McGuigan**

16/12/14  
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**Date**

Next meeting – Wednesday 17 December at 10:00am  
Inspector attending – Rachel Lindsay