

## **Management Team Meeting Outputs – 16 December 2014**

**Those present:** Brendan McGuigan, Chief Inspector (BMcG)  
James Corrigan, Deputy Chief Inspector (JC)  
Meloney McVeigh, Business & Communications Manager (MMcV)  
Joanne Jamison, FSD (JJ)  
Rachel Lindsay, Inspector (RL)  
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)**

Discussed through the agenda items.

### **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 October monitoring budget profile, opening budget 2014-15, planning for the 2015-16 budget including the impact of cuts at 12%, prompt payments, Account NI KPIs and FSD KPIs. Discussions were raised around the variances between the actual and budgeted expenditure and all points raised were dealt with by JJ.
- JJ, MMcV & JC to prepare the Business Case for the 2014-15 pay remit.  
**Action: JJ, MMcV & JC**

### **4.0 Staff and resource requirements**

- One member of staff has requested a reduction of working hours and this is currently being assessed.

### **5.0 Business Manager Update**

- The addendum to the accommodation Business Case has been approved and was in place before the premises move.
- The Dilapidation Report was received showing a higher than expected cost. MMcV liaising with Land and Property Services and Departmental Solicitors Office to progress.
- MMcV & JC to meet with Land and Property Services Thursday 18 December at Great Victoria Street to assess the premises, prior to end of the lease.

### **6.0 Media & Communications**

- The Police and Community Safety Partnership report was published 4 December

2014.

- The Discretionary Disposals inspection report 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.
- The National Preventative Mechanisms report was published 4 December 2014 and a link will be uploaded to the CJI website.

**Action: MMcV**

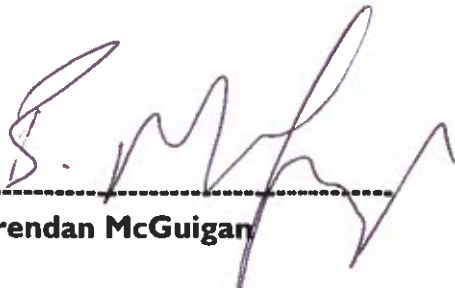
- Material is being collated for the next edition of the Spec.

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

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

**8.0 AOB**

- BMcG & JC thanked staff for all their hard work and effort in relation to making the premises move happen.



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**Brendan McGuigan**

14/1/15  
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**Date**

Next meeting – Wednesday 14 January 2015 at 10:00am  
Inspector attending – David MacAnulty