

Management Team Meeting Outputs – 25 March 2014

Those present: Brendan McGuigan, Chief Inspector (BMcG)
James Corrigan, Deputy Chief Inspector (JC)
Meloney McVeigh, Business & Communications Manager (MMcV)
David MacAnulty, Inspector (DMacA)
Bill Irvine, FSD (BI)
Claire Taylor, FSD (CT)
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)

- MMcV is currently investigating options for the provision of maternity cover for the Business and Communications support officer.

Action: MMcV

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

Finance

- BI distributed reports and gave an overview of the current financial position. Discussions were raised around the variances between the actual and budgeted expenditure and all points raised were dealt with by BI.
- BI advised that FSD will investigate the detail behind the CJI prompt payment figures.

Action: BI

- MMcV will send a reminder to suppliers who send invoices to CJI that they should send them to directly to Account NI in order to speed up payment.

Action: MMcV

4.0 Staff and resource requirements

- MMcV is progressing the provision of maternity cover for the Business and Communications support officer.

5.0 Business Manager Update

- The accommodation Business Case is now with the Economists who have asked for further information which is being prepared for sending to them.
- BMcG suggested a Project Team is established to plan the move.
- JC to advise the Economists of the change to the preferred option.

Action: JC

6.0 Media & Communications

- Management of Jurors follow-up review was published 19 March 2014.

- Securing Attendance at Court follow-up review is scheduled for publication w/c 24 March.
- The Complaints and Prisoner Escort and Court Custody reports will be published early April followed by the CRJI Accreditation report.
- Drafting of the Business Plan is now well advanced with just the budget information outstanding. This will be included once it is available. MMcV will send the report for design and to Sponsor Department.

Action: MMcV

- MMcV/JC to determine the baseline for the inspection business plan targets for next year.

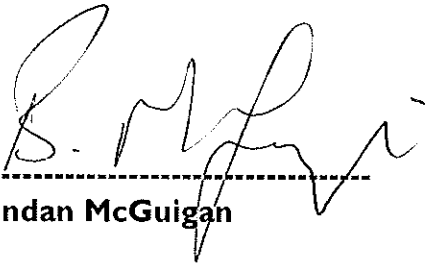
Action: MMcV/JC

7.0 Inspection Programme - ISO Clause 5.6.2 (c)

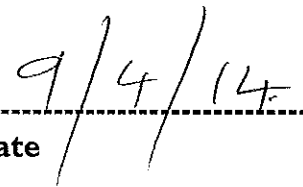
- The inspection programme was discussed with no major issues to address.
- JC highlighted the potential increase in Travel and Subsistence claims due to the substantial fieldwork involved in the ongoing PCSP inspection.

8.0 AOB

- JC & BP have held further meetings with Queens University Belfast to discuss possible linkages for research on inspection topics. They are very enthusiastic and CJI will provide further guidance and decide the best option to take this forward. BP is developing the response. A further meeting is planned with the University of Ulster.



Brendan McGuigan



Date

Next meeting – Wednesday 9 April 2014 at 10:00am
Inspector attending – Derek Williamson