

Management Team Meeting Outputs – 24 September 2014

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) is in the process of re-profiling the budget following the 6.4% cut announced on Friday 17 September. JJ advised that further cuts are expected in the October monitoring round.
- JJ is also reviewing the CJI Fixed Assets Register.
- The bid for capital funds to facilitate the accommodation move was declined and will be re-submitted at the October monitoring round.
- The 2015-16 budget has yet to be decided.
- The prompt payment figures for payments made within 10 working days during August were 100%.
- BMcG advised that there would be an internal meeting to discuss the impact of the new budget cuts.

4.0 Staff and resource requirements

- MMcV has spoken with the Business and Communications Support Officer who is due to return from maternity leave. A request for a change in working hours has been made and this is now being considered.
- The request for a change to working pattern made by a member of the Business Support team has been facilitated.

5.0 Business Manager Update

- JC will prepare the addendum to the accommodation Business Case once the finance figures are received.
- MMcV is working with the Departmental Solicitor's Office to end the lease of the current accommodation. DFP will appoint a Project Manager to liaise with CJI in respect of the premises move.

- MMcV to investigate the dilapidation costs in respect of vacating the Great Victoria Street premises.

6.0 Media & Communications

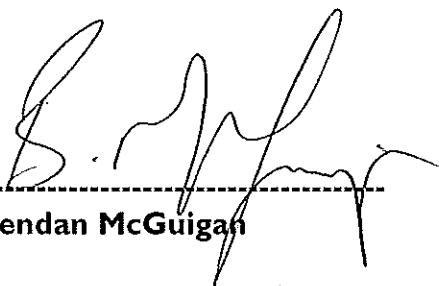
- The Safety of Prisoners report has been sent to the Ministers office today requesting permission to publish.
- The OPONI Verification Assessment report has been designed and publication is planned for week commencing 29 September 2014.
- The Serious and Organised Crime report has been designed and publication is planned for week commencing 6 October 2014.

7.0 Inspection Programme - ISO Clause 5.6.2 (c)

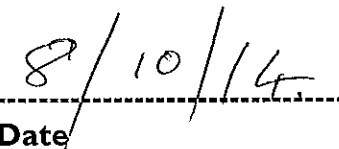
- The inspection programme was discussed with no major issues to address.

8.0 AOB

- There were no further points for discussion.



Brendan McGuigan



Date

Next meeting –Wednesday 8 October at 10:00am
Inspector attending – Stephen Dolan