

Management Team Meeting Outputs – 10 June 2014

Those present: Brendan McGuigan, Chief Inspector (BMcG)
James Corrigan, Deputy Chief Inspector (JC)
Meloney McVeigh, Business & Communications Manager (MMcV)
David MacAnulty, Inspector (DMacA)
Joanne Jamison, FSD (JJ)
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)

- Ongoing.

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, opening budget 2014-15, Annual Report and Accounts, prompt payments and Account NI KPIs. Discussions were raised around the variances between the actual and budgeted expenditure and all points raised were dealt with by JJ.

4.0 Staff and resource requirements

- MMcV is progressing with the business case for the provision of maternity cover for the Business and Communications support officer.
Action: MMcV
- HR Connect have contacted the member of staff in relation to the salary payment issues. They have given a commitment to monitor the salary payments for the remainder of the year and to meet with the individual concerned to review payments from the past five months. A response will be issued. The HR Connect Shared Services manager will provide bi-monthly updates to MMcV. This issue has been added to the CJI Risk Register and will be monitored going forward.
Action: MMcV

5.0 Business Manager Update

- Feedback from the Sponsor Department in relation to the Business Plan is imminent.
- The Annual Report and Accounts are with Auditors and the NIAO.
- A meeting has been arranged with FSD to review the SLA.
- MMcV and PMacA met with DoJ Internal Audit to review CJI Direct Award Contracts, the majority of which are under the £5K threshold.

6.0 Media & Communications

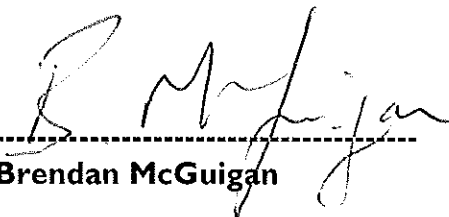
- The inspection of State Pathology is being proofed in preparation for submission to the Minister.
- The Annual Report and Accounts have been sent for design.
- MMcV, BMcG and JC to meet to plan for marking CJI 10-year event.

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 has received a new Ministerial request to carry out an additional review. BMcG is scheduled to meet with the DoJ in this regard.
- JC attended the quarterly oversight meeting with the DoJ. They have signalled their intention to carry out a review of CJI before the end of this year.
- A small group of staff have met to discuss training needs for CJI. They will produce a training needs analysis for the organisation and are scheduled to meet again in July.
- MMcV and JC are meeting with the SIB later today in respect of the accommodation move.



Brendan McGuigan

24/6/14

Date

Next meeting –Tuesday 24 June 2014 at 10:00am
Inspector attending – Bill Priestley