

Management Team Meeting Outputs – 22 January 2014

Those present: Brendan McGuigan, Chief Inspector (BMcG)
James Corrigan, Deputy Chief Inspector (JC)
Meloney McVeigh, Business & Communications Manager (MMcV)
Bill Priestley, Inspector (BP)
Billy Irvine, FSD (BI)
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 for action.

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

Finance

- BI distributed papers detailing the financial position based on the January monitoring budget. Discussions were raised around the variances between the actual and budgeted expenditure and all points raised were dealt with by BI.

4.0 Staff and resource requirements

- Due to budget pressure provision of maternity cover for the Business and Communications Support Officer has been put on hold. This will be reviewed in the new financial year.

5.0 Business Manager Update

- Working is ongoing with the DoJ on the internal audit report with the draft expected in February 2014. An overview will be presented to the CJI Audit Committee on 23 January.
- The draft external audit plan has been prepared by KPMG and is with the NIAO for sign-off.
- A draft version of the business case for new office accommodation has been received for internal review. Land and Property Division will also examine the document and provide feedback.

6.0 Media & Communications

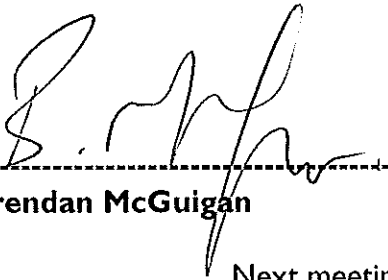
- The Forensic Science report will be published once permission is received.
- The Parole Commissioners follow-up review has been updated and proofed. It will be sent to the Minister and for design.
- The Complaints inspection is being proofed in preparation for Ministerial submission.

7.0 Inspection Programme - ISO Clause 5.6.2 (c)

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

8.0 AOB

- BP presented the new schedule of ISO Process Owners for agreement. The ISO:9001 audit will take place Thursday 30 January and all Process Owners are asked to ensure their process area is up-to-date.



Brendan McGuigan

12/2/14

Date

Next meeting – Wednesday 12 February 2014 at 10:00am
Inspector attending – Bill Priestley