

Management Team Meeting Outputs – 8 October 2014

Those present: Brendan McGuigan, Chief Inspector (BMcG)
James Corrigan, Deputy Chief Inspector (JC)
Meloney McVeigh, Business & Communications Manager (MMcV)
Joanne Jamison, FSD (JJ)
Stephen Dolan, Inspector (SD)
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) distributed papers showing the up-to-date position in respect of resource funding based upon the June monitoring budget profile, opening budget 2014-15, planning for the 2015-16 budget including the impact of cuts at 10% and 15%, 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.

4.0 Staff and resource requirements

- The Business and Communications Support Officer has now returned from maternity leave and the request for a change to working hours has been agreed with effect from November 2014.

5.0 Business Manager Update

- MMcV is working with FSD on the CJI budget profiling.

6.0 Media & Communications

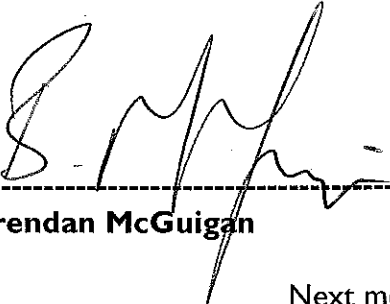
- The OPONI Verification Assessment report was published 30 September 2014.
- The Serious and Organised Crime report is being designed and publication is planned once this process is complete.
- The Safety of Prisoners report is being proofed and designed and awaits permission to publish.
- The next edition of the Spec is currently being designed for publication.

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

23/10/14

Date

Next meeting – Thursday 23 October at 10:00am
Inspector attending – Stephen Dolan