

Management Team Meeting Outputs – 13 November 2013

Those present: Brendan McGuigan, Chief Inspector (BMcG)
James Corrigan, Deputy Chief Inspector (JC)
Meloney McVeigh, Business & Communications Manager (MMcV)
David MacAnulty, Inspector (DMacA)
Billy Irvine, FSD (BI)
Michael Rafferty, FSD (MR)
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 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.

4.0 Staff and resource requirements

- MMcV presented potential options on providing maternity cover for the Inspection and Business Support posts. MMcV to meet with BI to obtain the financial information required. The option of using the 'Interchange' scheme to explore secondment opportunities will also be considered.

5.0 Business Manager Update

- The Accommodation business case should be ready for SMT review and submission to the DoJ before the Christmas break.
- The senior management team met with Lindsay Advisory who provided a number of commercial property options with an additional two being received yesterday. JC will investigate all options and produce a shortlist for site visits. There have been no public sector options provided to CJI which meet the business need identified as yet.
- Skills for Justice have provided formal notification of their intent to vacate the premises concluding the space sharing agreement from Friday 15 November. The Sponsoring Department and FSD have been notified.
- External audit have spoken with MMcV and a meeting will be arranged to prepare for the 2013/14 accounts.
- Internal audit have been in contact and proposed to audit Financial Management, Corporate Governance and the QMS system. MMcV has suggested that QMS be replaced by HR as the QMS system will be externally verified for full certification.

- MMcV distributed copies of the Internal and External Audit Report tracker document which shows the up-to-date position in relation to the recommendations.

6.0 Media & Communications

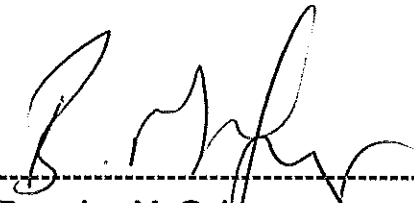
- MMcV gave an overview of the proposed publication plan for November and December. Approved Premises, Dealing with the Cost and Impact of the Past and Legal Services Commission planned to be published in November with the Youth Justice Review and the Relationship between OPONI & PSNI planned for publication in December.

7.0 Inspection Programme - ISO Clause 5.6.2 (c)

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

8.0 AOB

- JC advised he will be sending letters and draft Protocols to the main Agencies for consideration and agreement.



Brendan McGuigan

27/11/13

Date

Next meeting – Wednesday 27 November 2013 at 10:00am
Inspector attending – Ian Cameron