

Management Team Meeting Outputs – 26 February 2014

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

- Management response to the internal audit reports submitted.
- MMcV to progress provision of maternity cover for Business and Communications support officer.
- BMcG & JC to meet to prioritise new Inspection Programme.

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

Audit

- MMcV to present audit reports to next CJI Audit and Risk Committee meeting.
- The schedule for the external audit has been received.

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.
- BI introduced Claire Taylor who will be assisting with the end of year accounts for the Annual Report and be the CJI point of contact going forward.

4.0 Staff and resource requirements

- MMcV to progress provision of maternity cover for the Business and Communications Support Officer.

Action: MMcV

5.0 Business Manager Update

- JC has revised the accommodation Business Case to reflect the options currently available. The document will be returned to Lindsay Advisory for completion.
- MMcV has spoken with Land and Property Division who have negotiated with the agent regarding 14 Great Victoria Street. There was no further movement on costs and the CJI lease will terminate at the end of April.
- MMV and PMcA will be attending Procurement Awareness training sessions in respect of contracts under £30k in value. CJI will have access to an e-portal to take forward

contracts under this value.

6.0 Media & Communications

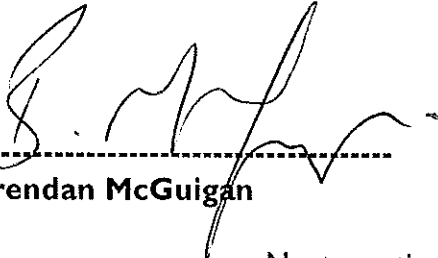
- The Forensic Science report was published 13 February with good media coverage.
- The Parole Commissioners follow-up review is planned for publication w/c 3 March.
- Securing Attendance at Court and Management of Jurors follow-up reviews are being designed for publication.
- Prisoner escorting and court custody and Community Restorative Justice Ireland reports are being proofed in preparation for Ministerial submission.
- MMcV is working on an edition of the Spec.

7.0 Inspection Programme - ISO Clause 5.6.2 (c)

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

8.0 AOB

- The ISO:9001 recertification audit was successful with a few Areas for Improvement identified. BMcG expressed his thanks to Bill Priestley and all the Process Owners for their work on this achievement.



Brendan McGuigan

13/3/14

Date

Next meeting – Thursday 13 March 2014 at 11:00am
Inspector attending – Ian Cameron