

Management Team Meeting Outputs – 24 June 2015

Those present: Brendan McGuigan, Chief Inspector (BMcG)
James Corrigan, Deputy Chief Inspector (JC)
Meloney McVeigh, Business & Communications Manager (MMcV)
Bill Priestley, Inspector (BP)
Linda Boal, PA (LB)

Apologies Joanne Jamison, FSD (JJ)

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)

- MMcV has submitted the discretionary spend return to FSD.
- CJI staff are now inputting Account NI transactions directly onto the Itac terminal and this will reduce the fee paid to FSD during 2015-16.
- The Annual Report and Accounts were signed off by the Comptroller and Auditor General on Friday 19 June. The report will be laid in the Assembly on Friday 3 July. A short press release will be prepared to accompany the publication of the report on the CJI website.

4.0 Staff and resource requirements

- CPD and CJI have made contact with a recruitment agency named in the NICS Temporary Workers Framework Protocol and a job description for the post of Inspector was supplied. The post will be full time temporary, Grade 7.
- The new PDP form has been distributed to all staff for completion.
- JC will carry out one-to-one meetings with staff to discuss their future plans over the next three to five years to inform his workforce planning project. These will begin on return from his summer annual leave.

5.0 Business Manager Update

CJI Pay Remits:

- The Business Cases in respect of Grade C staff is with DFP. The Inspectors case is with the FSD Economists and will then pass to DFP. The SCS business case will be submitted at the end of this week. The NICS Business Case is with sponsor department on hold pending a decision by DFP on the ICT allowance Business Case.
- MMcV has sought a further update regarding the progression of the ICT allowance Business Case. DOJ has advised further queries raised by FSD have been addressed. The Business Case is with DFP.

- Work will now commence on the Corporate and Business Plan.

6.0 Media & Communications

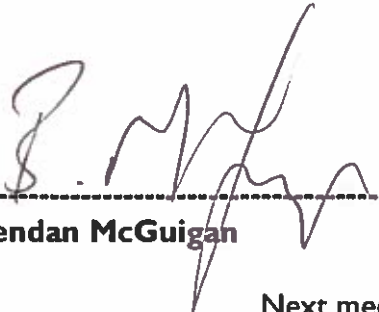
- The Adequacy of Courts Estate follow-up review is ready for publication on Wednesday 1 July. The press release has been prepared and shared with the Agency.

7.0 Inspection Programme - ISO Clause 5.6.2 (c)

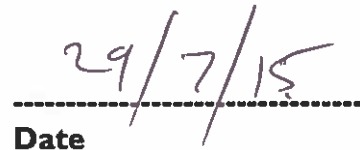
- The inspection programme was discussed with no major issues to address.

8.0 AOB

- There were no further points for discussion.



Brendan McGuigan



Date

Next meeting – Wednesday 8 July 2015 at 10:00am
Inspector attending – David MacAnulty