

Management Team Meeting Outputs – 25 June 2014

Those present: Brendan McGuigan, Chief Inspector (BMcG)
James Corrigan, Deputy Chief Inspector (JC)
Meloney McVeigh, Business & Communications Manager (MMcV)
Bill Priestley, Inspector (BP)
Joanne Jamison, FSD (JJ)
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)

- MMcV is progressing with the business case for the provision of maternity cover for the Business and Communications support officer.
Action: MMcV

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, opening budget 2014-15, Annual Report and Accounts, prompt payments and Account NI 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

- A meeting will take place later today with HR Connect to discuss the concerns of the member of staff in relation to the salary payment issues.

5.0 Business Manager Update

- Feedback from the Sponsor Department in relation to the Business Plan has now been received. A few minor amendments will be made before the Plan is submitted to the Minister for permission to publish.
- The Annual Report and Accounts report is awaiting the certificate and report from the Comptroller and Auditor General. The first design has been received and is being proofed.
- The Business Case for the accommodation move has been approved subject to a successful bid for capital funding.

6.0 Media & Communications

- The inspection of State Pathology has been submitted to the Minister for permission to publish.

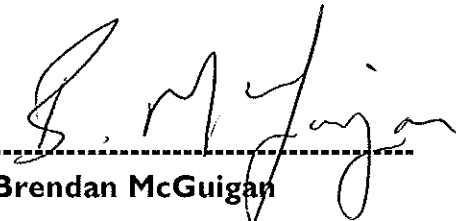
- The Business Plan has been designed and is being proofed.
- The first design version of the Annual Report and Accounts has been received.
- MMcV, BMcG and JC have met to discuss marking CJI 10-year event.

7.0 Inspection Programme - ISO Clause 5.6.2 (c)

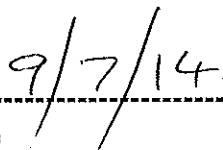
- The inspection programme was discussed with no major issues to address.

8.0 AOB

- BP asked if there was any indication of when the Business Case for the CJI pay remit would be prepared. JC advised this would commence once agreement has been received between NIPSA and the NICS.



Brendan McGuigan



Date

Next meeting –Tuesday 24 June 2014 at 10:00am
Inspector attending – Bill Priestley