

Management Team Meeting Outputs – 22 October 2013

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

Apologies Michael Rafferty (MR) FSD

1.0 Minutes

Minutes of the previous meeting were agreed and signed by BMcG.

2.0 Matters arising - ISO Clause 5.6.2 (e)

- All actioned.

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

Finance

- BI & MMcV had discussed the January monitoring round yesterday.

4.0 Staff and resource requirements

- BMcG, JC & MMcV met to discuss maternity cover for the Inspection and Business Support posts. Recruitment for the temporary cover for both posts will be a combined exercise.

5.0 Business Manager Update

- The accommodation business case is progressing. MMcV has explored the process for staying in the present location.
- Lindsay Advisory is investigating options in both the private and public sectors and has provided a list of public sector accommodation availability.

6.0 Media & Communications

- The new report design is being taken forward with Domestic Violence to be the first produced in the new format. BMcG will share his ideas to revise the content of the Executive Summary.
- The Domestic Violence press release is being prepared. Publication is planned for 29 October.
- A Stakeholder meeting is being planned in advance of publication of the Approved Premises report publication with publication planned for week commencing 11 November.
- Final proofing is being carried out to the OPONI/PSNI report.
- The Legal Services Commission design has to be checked against the most up-to-date

version.

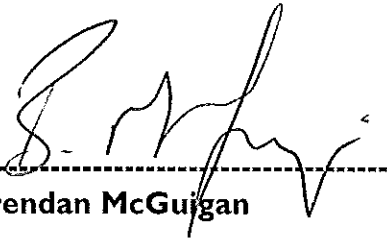
- The Youth Justice Review, FSNI and Dealing with the Past reports are with the Minister for permission to publish.

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.



Handwritten signature of Brendan McGuigan in black ink, written over a horizontal dashed line.

Brendan McGuigan

13.11.13.

Date

Next meeting – Wednesday 13 November 2013 at 10:00am
Inspector attending – Ian Cameron