

Management Team Meeting Outputs – 25 February 2016

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

- None.

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 based upon the January monitoring budget profile.
- The budget allocation for 2016-17 has been confirmed and shows a cut of 3.5%.
- The request made to Sponsor Department for an additional £2K to the capital budget to cover a hardware upgrade has been approved.
- A further easement of £9K has been advised to the Department through the February Board Report giving a total of £45K to end of January 2016.
- An updated impact assessment return will be submitted to FSD by Monday 29 February.
- The Business Case to support a VES for non-specialist Business Support Staff has been successful. Monies have been confirmed and this will now be taken forward.
- JJ has received guidance notes and the template for the 2015-16 pay remit and will begin working on the figures.

Action: JJ

- JJ has received information on the new format for preparation of the Annual Report and Accounts and will share this with MMcV.

Action: JJ

4.0 Staff and resource requirements

- A full-time Inspector has resigned from CJI with effect from end of February 2016.
- The temporary Inspector post will be terminated at of March. The Recruitment Agency and Inspector have been informed.
- JC, MMcV & JJ met with Sponsor Department (by exception) on 19 February to discuss workforce planning and the VES. JC will now prepare a paper setting out the CJI staffing position and submit to Sponsor Department for approval/support.

Action: JC

5.0 Business Manager Update

- MMcV will distribute an update of progress against the Corporate and Business Plan objectives.
Action: MMcV
- The SCS 2014-15 pay remit has been agreed. MMcV will progress for payment.
- MMcV will commence work on the Business Cases for the CJI 2015-16 pay remits.

6.0 Media & Communications

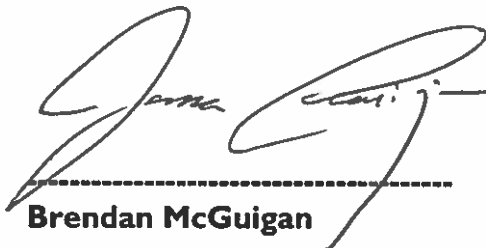
- The Maghaberry Prison re-inspection report was published 24 February with excellent media coverage. The press conference was attended by the main press agencies with good coverage from local newspapers and broadcast outlets.
- BMcG and IC will present the Maghaberry report to the Justice Committee on 25 February.
- Permission to publish the Police Custody and the Prisoner Recalls reports has been received. They have been designed and are being prepared for publication prior to purdah.
- The Volume Crime report was sent for factual accuracy checks with a tentative publication date of week commencing 14 March.
- Work has begun on the Annual Report and Accounts which will take a different format this year.

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 conducted an exit interview with the Inspector leaving CJI at the end of February. Feedback from that interview in respect of the CJI Induction Programme, and in particular work shadowing and mentoring, will be used to strengthen the process.
Action: JC



Brendan McGuigan

9/3/2016

Date

Next meeting – Wednesday 9 March 2016 at 10:00am
Inspector attending – Ian Cameron