

Management Team Meeting Outputs – 13 January 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)

- No matters arising.

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 October monitoring budget profile.
- The Department have been advised of a £41K easement.
- The indicative budget allocation for 2016-17 has been advised which shows a cut of 5.7%.
- The Business Case for VES has been successful. Once official confirmation is received, offers to take up VES will be made to staff.
- BMcG asked for a budget analysis/graph to be drawn up showing the drop in CJI's budget over the past years.

Action: JJ

- Given the reduction in the 2016-17 budget, CJI could lose the funds to provide for specialists consultancy for inspection work (e.g. HMIP, Forensics etc). This could impact on the ability to plan and publish a programme of inspections which require external support.

4.0 Staff and resource requirements

- One member of staff has now completed the process for partial retirement and the change of working pattern commenced w/c 4 January 2016.

5.0 Business Manager Update

- The Business Cases for the 2015/16 pay remits will be prepared once the template and guidance notes are available.
- The SCS business case for the 2014-15 pay remit remains with sponsor division and payment is outstanding until Ministerial approval is sought and received..

6.0 Media & Communications

- The Corporate and Business has been designed with publication planned for week commencing 18 January.
- The Lifers follow-up review has been designed with publication planned for week commencing 25 January.
- The Volume Crime and Police Custody reports are being proofed in preparation for factual accuracy check and Ministerial submission.
- Work on proofing the Prisoner Recalls report will commence imminently.

7.0 Inspection Programme - ISO Clause 5.6.2 (c)

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

8.0 AOB

- Staff are reminded that the ISO Monitoring Visit will take place on Tuesday 26 January.
- Staff are also reminded to action all non-conformances reported from the recent Documents and Records audit.



Brendan McGuigan

27/1/2016

Date

Next meeting – Wednesday 27 January 2016 at 10:00am
Inspector attending – David MacAnulty