

## Management Team Meeting Outputs – 12 February 2014

**Those present:** Brendan McGuigan, Chief Inspector (BMcG)  
James Corrigan, Deputy Chief Inspector (JC)  
Meloney McVeigh, Business & Communications Manager (MMcV)  
David MacAnulty, Inspector (DMacA)  
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 for action.

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

#### *Finance*

- MMcV distributed papers prepared by BI detailing the financial position based on the January monitoring budget. Discussions were raised around the variances between the actual and budgeted expenditure and all points raised were dealt with by MMcV.
- MMcV, JC and BI met with sponsor division regarding the 2014-15 budget planning exercise.
- The draft internal audit reports have been received from the DoJ and the overall findings are positive. A management response is being prepared.

**Action: MMcV**

### 4.0 Staff and resource requirements

- MMcV to progress provision of maternity cover for the Business and Communications Support Officer.

**Action: MMcV**

### 5.0 Business Manager Update

- MMcV attended the DOJ Procurement Forum and updated the MTM regarding plans to record spend against contracts via Account NI which would occur from April 2014.
- MMV advised that with effect from 1 April 2014, CPD would not be leading on contracts under £30k in value. CJI will have access to an e-portal to take forward contracts under this value. Training in the e-portal will be provided to relevant staff during March/April.
- Following discussions via Land & Property Services with the agent no further reductions in accommodation costs were available regarding 14 Great Victoria Street. The Business Case for new accommodation will be submitted to the Department imminently.
- MMcV to begin drafting the 2014/15 Business Plan to include the new targets in

respect of the inspection programme.

## 6.0 Media & Communications

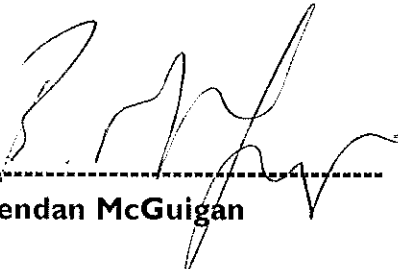
- The Forensic Science report will be published tomorrow (13 February).
- The Parole Commissioners follow-up review has been designed in the new format and is with MMcV for final proofing.
- Securing Attendance at Court and Management of Jurors follow-up reviews are being prepared for Ministerial submission.

## 7.0 Inspection Programme - ISO Clause 5.6.2 (c)

- The inspection programme was discussed with no major issues to address.
- BMcG and JC to draft a schedule for the 2014-15 programme.  
**Action: BMcG & JC**

## 8.0 AOB

- The ISO:9001 recertification audit was successful with a few Areas for Improvement identified. BMcG expressed his thanks to Bill Priestley and all the Process Owners for their work on this achievement.

  
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**Brendan McGuigan**

26/2/14  
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**Date**

Next meeting – Wednesday 26 February 2014 at 11:00am  
Inspector attending – Bill Priestley