

Management Team Meeting Outputs – 25 September 2013

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)

Apologies: Billy Irvine, 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)

There were no matters arising.

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

- MMcV advised that the budget cut notification will be announced shortly with an expected cut of 3.5% to the CJI budget.
- The cut will be difficult but CJI will seek to balance the budget.
- The Department have agreed to cover the shortfall of the non-cash budget in respect of depreciation. MMcV to speak with BI regarding the impact of the non-cash and capital budget.

Action: MMcV

- BI to provide a thorough analysis of the finance situation to BMcG in advance of the meeting with the Minister on 29 October.

Action: BI

4.0 Staff and resource requirements

- The ASO has returned to working full time hours.
- The BCSO had indicated that her period of maternity leave will commence from 6 January 2014 and she intends to take the full 40 week entitlement.
- The SMT discussed annual leave over the Christmas period and agreed all staff can take the leave requested over that period.

5.0 Business Manager Update

- MMcV will sit on the evaluation panel for the DoJ collaborative Art and Design tender. A nominated supplier should be identified after 7 October.
- CJI have a short-term contract in place to provide a report design service during the interim period.
- JC has received responses to the tender for the accommodation business case and a

meeting has been arranged with the successful tender.

- JC and MMcV will attend the quarterly Oversight Meeting with the DoJ on 30 September.

6.0 Media & Communications

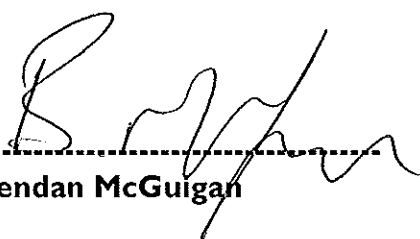
- The inspection of Court Orders was published 12 September.
- The Hydebank Wood and Ash House reports are planned for publication on Tuesday 1 October. The Press Release is currently being prepared and will be shared with NIPS in advance.
- The Sexual Violence and Abuse follow-up review will be published on Thursday 10 October.
- The Dealing with the Past report is with the Minister for permission to publish and at an advanced stage of design.
- The FSNI, Approved Premises and Domestic Violence reports are with the Minister for permission to publish but not sent for design at this stage.
- The Legal Services Commission report is almost ready to go to the Minister.
- The Youth Justice Review report is being finalised.

7.0 Inspection Programme - ISO Clause 5.6.2 (c)

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

8.0 AOB

- The SMT agreed to proceed with the ISO:9001 external certification programme as planned.



Brendan McGuigan

9/10/13

Date

Next meeting – Wednesday 9 October 2013 at 1:30pm
Inspector attending – Ian Cameron