

Management Team Meeting Outputs – 10 September 2015

Those present: Brendan McGuigan, Chief Inspector (BMcG)
James Corrigan, Deputy Chief Inspector (JC)
Meloney McVeigh, Business & Communications Manager (MMcV)
David MacAnulty, Inspector (DMacA)
Joanne Jamison, FSD (JJ)
Linda Boal, PA (LB)

1.0 Minutes

Minutes of the previous meeting were agreed and signed by Brendan McGuigan.

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 June monitoring budget profile.
- JJ is working on the six month interim accounts.

4.0 Staff and resource requirements

- A member of CJI staff on long-term sickness absence has returned to work on an agreed phased return basis.
- Another member of staff is on long term sick leave.
- The temporary Inspector continues to work with the inspection team and the contract will be reviewed during October.

5.0 Business Manager Update

CJI 2013-14 Pay Remits:

- The Grade C and Inspector's business cases were returned to DFP with the amended outturn figures on 14 August. CJI is awaiting a response.
- The NICS aligned staff business case has had the outturn figures re-worked and these, together with all supporting documents, have been re-submitted to Sponsor Department. It is still outstanding.
- The SCS business case will receive attention.

6.0 Media & Communications

- The Adult Safeguarding report was published 9 September. It was a positive report but received no media coverage, due in main to other political events.
- The PSNI Contact Management FUR (Answering the Call) has been designed with publication planned for week commencing 21 September.

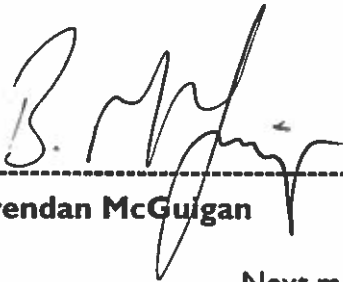
- PPS Giving of Reasons FUR (Telling them Why) and Youth Justice Review recommendations monitoring report are with MMcV for proofing prior to submission to the Minister.
- The Maghaberry Prison report is being proofed in preparation for Ministerial submission.

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 Corporate and Business Plans are being drafted. The Business Plan will include a short Inspection Programme for the period to the end of the financial year.
- MMcV attended the HQ Accommodation user group meeting yesterday. Further details will be circulated to staff.



Brendan McGuigan

24/9/15

Date

Next meeting – Tuesday 22 September 2015 at 10:00am
Inspector attending – Rachel Lindsay