

## Management Team Meeting Outputs – 23 April 2014

**Those present:** Brendan McGuigan, Chief Inspector (BMcG)  
James Corrigan, Deputy Chief Inspector (JC)  
Meloney McVeigh, Business & Communications Manager (MMcV)  
Derek Williamson, Inspector (DW)

**Apologies:** Billy Irvine, FSD,  
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)

- BI to provide the detail behind the CJI prompt payment figures at the next meeting.

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

#### *Finance*

- An overview on the work ongoing regarding year end is to be provided to the Audit and Risk Committee on 24 April 2014. JC and MMV to be updated re year end position at same time.
- The 2014-15 budget figure not yet available. MMV anticipates this will become available in early May following the next SRC meeting.

### 4.0 Staff and resource requirements

- MMcV is preparing the business case for the provision of maternity cover for the Business and Communications support officer. BMcG and JC indicated that desire to secure support from agency staff via the NICS framework contract as soon as possible to address staffing pressures and ensure maximum flexibility.

#### **Action: MMV**

### 5.0 Business Manager Update

- The accommodation Business Case remains with the DoJ Economists for consideration.
- MMcV to contact Mike Dawson LPS to arrange an opportunity to view the top floor of CJI's preferred future accommodation, obtain an update regarding the future of the building and copy of the floor plan as previously discussed with the estate agent.
- DW requested that further discussion with Inspectors take place around proposed targets within the draft 14-15 Business Plan on inspection work. LB to arrange meeting between JC, BMG and Inspection Team to discuss. MMV to circulate latest designed draft of Business Plan in advance of meeting.

#### **Action: LB and MMV**

## 6.0 Media & Communications

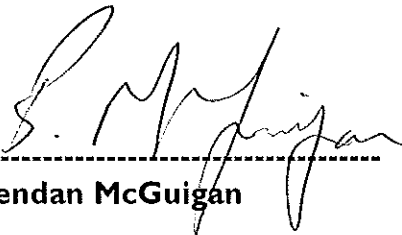
- Prisoner Escort and Court Custody reports was published on 10 April. Some positive media coverage of the findings was secured.
- Work ongoing around the preparation of the draft annual report.

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

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

## 8.0 AOB

No matters arising.



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**Brendan McGuigan**

7/5/14  
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**Date**

Next meeting – Wednesday 07 May 2014 at 10:00am  
Inspector attending – TBC