

Management Team Meeting Outputs – 9 October 2013

Those present: Brendan McGuigan, Chief Inspector (BMcG)
James Corrigan, Deputy Chief Inspector (JC)
Meloney McVeigh, Business & Communications Manager (MMcV)
Bill Priestley, Inspector (BP)
Billy Irvine (BI) FSD
Michael Rafferty (MR) 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)

- MMcV discussed the non-cash and future capital budget with BI and they will identify any opportunities as soon as possible.
- BI has provided the necessary finance information to BMcG.

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

Finance

- BI distributed finance reports which provided an overview of the resource funding, year end forecast, opening budget, October monitoring round and Account NI payments analysis based on the October monitoring budget profile. Discussions were raised around the variances between the actual and budgeted expenditure and all points raised were dealt with by BI.
- Prompt payment figures are not available as yet due to the Account NI technical refresh.
- BMcG enquired about the possibility of funding to provide maternity cover for Business Support and the Inspection team. BMcG, JC and MMcV to meet to discuss.

Action: LB

Audit

- MMcV provided an update to sponsoring department at the quarterly oversight meetings in respect of progress. Two internal audit recommendations and the one external audit recommendation remain outstanding at this stage.
- MMcV, JC and BI to meet to discuss KPIs.

4.0 Staff and resource requirements

- BP asked for an update on the current position in respect of office accommodation and car park spaces for essential users. MMcV advised that the current car park contract expires 31 December interim and future need will be examined as part of the business case for new CJI accommodation.

5.0 Business Manager Update

- MMcV took part in the evaluation panel for the DoJ collaborative Art and Design tender on 7 October. Seven applications were received and evaluated. A supplier has now been identified. CPD will issue letters to the unsuccessful applicants and a contract to the successful organisation which will take effect from 9 October 2013.
- JC and MMcV met with Lindsay Advisory in respect of the project initiation document for the accommodation business case. Ms Lindsay has met with the DoJ Estates Department, the Economists, and sponsor department. A further meeting is planned for 11 October with JC and BMcG. Land and Property Services have been contacted to establish the situation should CJI need to stay in the current premises post April 2014.

6.0 Media & Communications

- The Hydebank Wood and Ash House reports were published on 1 October with extensive media coverage.
- The Sexual Violence and Abuse follow-up review will be published on Thursday 10 October and the Press Release has been shared.
- The Dealing with the Past report is with the Minister for permission to publish and at an advanced stage of design.
- The Legal Services Commission report has been designed with amendments to be made. BP and MMcV to meet to decide how best to progress this.
- The Domestic Violence follow-up review has been sent for design.
- The Approved Premises report will go for design once the DoJ collaborative Art and Design contract is in place.
- The latest edition of the Spec is currently being designed.

7.0 Inspection Programme - ISO Clause 5.6.2 (c)

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

8.0 AOB

- JC advised that Stakeholder Consultation will begin shortly. There will be two group meetings held. Invites will sent to Oversight Bodies, VCS representatives and Academia representatives to attend on one of two dates. BMcG will hold individual meetings with other stakeholders which will include political party representatives.
- BP suggested that the schedule of CJI internal meetings be reviewed to include the structure and number of meetings with a view to consolidation.



Brendan McGuigan

22/10/13

Date

Next meeting – Tuesday 22 October 2013 at 10:00am
 Inspector attending – Rachel Lindsay