

Management Team Meeting Outputs – 28 October 2015

Those present: Brendan McGuigan, Chief Inspector (BMcG)
James Corrigan, Deputy Chief Inspector (JC)
Meloney McVeigh, Business & Communications Manager (MMcV)
Bill Priestley, Inspector (BP)
Joanne Jamison, FSD (JJ)
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

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 advised that a notice has been issued advising that there is to be more focus on cash management and FSD will be requesting explanations where the overall Department variance exceeds the tolerance levels of +/-5% between forecast and actual drawdown.
- The 2015-16 January monitoring round was commissioned on 16 October with the return back to FSD by 30 October.
- MMcV asked if there was guidance available as yet on the new format for the Annual Report. JJ will follow this up.

Action: JJ

4.0 Staff and resource requirements

- JC advised that following the scenario planning exercise, some staff have expressed interest in the VES.
- The temporary Inspector placement is planned to continue for a further three months to cover the period of the Inspector on secondment (budget permitting).

5.0 Business Manager Update

- The Grade C and the Inspector's pay remits have been paid in the October salaries.
- The NICS pay remit has been approved and payments should be made in the November salaries.
- The SCS pay remit is being progressed.

6.0 Media & Communications

- The Telling Them Why follow-up review was published 15 October 2015.

- Plans for the publication of the Maghaberry Prison inspection are well underway with publication planned for 5 November. A press conference will be held in the city centre with pre-briefs held in advance. The press release is being shared with the Department of Justice, Her Majesty's Inspectorate of Prisons, RQIA and ETI. The report will be on the CJI website from 11.00am that day.
- The File Quality inspection has been sent for Ministerial permission to publish.
- The Youth Justice Review 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

- There are a number of AQs being processed in respect of Approved Premises.



Brendan McGuigan

11/11/2015

Date

Next meeting – Wednesday 11 November 2015 at 10:00am
Inspector attending – Stephen Dolan