

## Management Team Meeting Outputs – 9 April 2014

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

- The year end finance position was not yet available.

### 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.

### 5.0 Business Manager Update

- The accommodation Business Case is with the DoJ Economists for consideration.
- MMcV distributed draft copies of the designed Business Plan. The Management Team were happy with the format and agreed to proceed with the new design.
- JC has assessed the baseline for the new inspection targets and the management team agreed these would be an increase of 5% in recommendations achieved and a decrease of 5% in recommendations not achieved.

### 6.0 Media & Communications

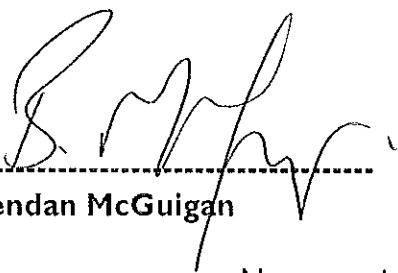
- Securing Attendance at Court and the Handling of Complaints follow-up reviews were published.
- The Prisoner Escort and Court Custody reports will be published tomorrow (10 April).

### 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 & BP have held a further meeting with the University of Ulster to discuss possible linkages for research on inspection topics. BP is developing the response and procedure to take this forward.



-----  
**Brendan McGuigan**

23/4/14

-----  
**Date**

Next meeting – Wednesday 23 April 2014 at 10:00am  
Inspector attending – Derek Williamson