

Management Team Meeting Outputs – 12 August 2015

Those present: James Corrigan, Deputy Chief Inspector (JC)
Meloney McVeigh, Business & Communications Manager (MMcV)
David MacAnulty, Inspector (DMacA)
Joanne Jamison, FSD (JJ)

Apologies Brendan McGuigan, Chief Inspector (BMcG)
Linda Boal, PA (LB)

1.0 Minutes

Minutes of the previous meeting were agreed and signed by James Corrigan (JC).

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 opening monitoring budget profile.
- Following discussion with MMV, JJ has indicated to the FSD Budgeting Team that a pressure of £5k indicated at the start of the financial year re staff costs can now be managed within CJI's existing budget.

4.0 Staff and resource requirements

- A member of CJI staff is on long-term sickness absence. This is being managed by the line manager.

5.0 Business Manager Update

CJI Pay Remits:

- Following discussion with Richard Logan, FSD amendments to the figures for the NIO Grade C and Inspector's pay remits have been taken forward by Michael Rafferty & Louise McClean (FSD). Revised documentation has been resubmitted to FSD for review ahead of submission to DFP.
- Work to progress the NICS and SCS staff Business Cases and Pay Remits are being taken forward by MMV.

6.0 Media & Communications

- Permission to publish the Adult Safeguarding report has been received from the Minister. The report is currently undergoing design and publication is anticipated in early Sept.
- The PSNI Contact Management FUR (Answering the Call) has been submitted for

permission to publish and sent for design. Publication is proposed for Sept 2015.

- PPS Giving of Reasons FUR (Telling them Why) and Youth Justice Review recommendations monitoring report are with MMV for proofing prior to submission to the Minister.

7.0 Inspection Programme - ISO Clause 5.6.2 (c)

- The inspection programme was discussed with no major issues to address.
- CJI has been requested to conduct a specific piece of work in relation to FSNI.
- JC to meet with the Chief Executive of FSNI and colleagues to discuss proposed Terms of Reference.

8.0 AOB

- MMV has contacted both NICS Welfare Support Service and Carecall (NICS Employee Assistance Programme provider) both which provide support to staff members within the NICS, to explore the range of services which could be provided to CJI's staff on a hard charging basis.
- A draft SLA has been received from Welfare Support Service. MMV is to meet with the Senior Welfare Manager and Welfare Manager, NICS WSS on 2 Sept 15 to discuss the services and CJI's requirements.
- A similar outline of available services and potential costs from Carecall NI is to be submitted.
- Anticipated annual costs for access to the NICS WSS services for all CJI staff have been provided and would be affordable in the 2015-16 financial year.
- JC said it was important that CJI provided support mechanisms that staff could avail of through line management or self referral as/when required.
- MMV will update MTM as enquiries progress.



Brendan McGuigan



Date

Next meeting – Wednesday 26 August 2015 at 10:00am
Inspector attending – David MacAnulty