

Management Team Meeting Outputs – 21 May 2014

- Those present:** Brendan McGuigan, Chief Inspector (BMcG)
Meloney McVeigh, Business & Communications Manager (MMcV)
Derek Williamson, Inspector (DW)
Joanne Jamison, FSD (JJ)
Linda Boal, PA (LB)
- Apologies:** Billy Irvine, FSD
James Corrigan, Deputy Chief Inspector (JC)

1.0 Minutes

Minutes of the previous meeting were agreed and signed by BMcG.

2.0 Matters arising - ISO Clause 5.6.2 (e)

- All actioned.

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, opening budget 2014-15, Annual Report and Accounts, prompt payments and Account NI KPIs. Discussions were raised around the variances between the actual and budgeted expenditure and all points raised were dealt with by JJ.

4.0 Staff and resource requirements

- MMcV is progressing with the business case for the provision of maternity cover for the Business and Communications support officer.
Action: MMcV
- MMV indicated issues with the accurate processing of some CJI staff salaries were continuing and that a complaint had been lodged. MMV to keep SMT updated regarding this issue and its resolution.
Action: MMcV

5.0 Business Manager Update

- The draft Annual Report and Accounts have been prepared and submitted to the NIAO and KPMG within timetable.
- MMcV is meeting with KPMG regarding the initial findings of the audit carried out last week.
- A copy of the draft Annual Report and Accounts will be sent to the Audit Committee members next week in advance of the June meeting.
- The Business Plan has been sent to the DoJ for comment prior to submission to the Minister for approval.

6.0 Media & Communications


- Permission to publish the CRJI Accreditation report has been received with publication planned week commencing 26 May.
- Publication of the State Pathology report is planned for end of June.

7.0 Inspection Programme - ISO Clause 5.6.2 (c)

- The inspection programme was discussed with no major issues to address.
- BMcG advised that there will now be three additional pieces of work to add to the new programme: The Impact and Comparisons of Legal Aid; The Environment Agency; and the Review of the Independence of OPONI.

8.0 AOB

- There were no further points for discussion.



Brendan McGuigan

10 June 2014.

Date

Next meeting – Wednesday 11 June 2014 at 10:00am
Inspector attending – David MacAnulty