

Management Team Meeting Outputs – 9 March 2016

Those present: James Corrigan, Deputy Chief Inspector (JC)
Meloney McVeigh, Business & Communications Manager (MMcV)
Ian Cameron, Inspector (IC)
Joanne Jamison, FSD (JJ)
Linda Boal, PA (LB)

Apologies Brendan McGuigan, Chief Inspector (BMcG)

1.0 Minutes

- Minutes of the previous meeting were agreed and signed by JC.

2.0 Matters arising - ISO Clause 5.6.2 (e)

- Covered in the agenda.

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 January monitoring budget profile.
- The budget allocation for 2016-17 has been confirmed at £1,069K and shows a cut of 3.5%.
- Easements have been advised to the Department through the February Board Report of £45K.
- The current legal challenge is flagged as a potential financial pressure in 2016-17 as the case has been adjourned to May 2016.
- JJ is currently working on a profiling exercise which is due next Friday.
- JJ advised monthly returns will be required in respect of VES.

4.0 Staff and resource requirements

- The temporary Inspector post will be terminated at end of March. The Recruitment Agency and Inspector have been informed.
- JC has drafted the Business Case detailing the options to address the gap in the Inspection pool. The preferred option is to procure external consultancy to recruit one full-time and one part-time Inspector. This will go out to tender by the end of this week.
Action: JC
- MMcV advised she will be meeting with a staff member who is on long-term sick leave next week.

5.0 Business Manager Update

- JJ has commenced work on the figures for the CJI Pay remits. The NICS & NIO work is complete and work is ongoing on the Inspector's and SCS cases. MMcV will now prepare the narrative for the NICS and NIO business cases.
Action: MMcV & JJ
- The outstanding SCS 2014-15 pay remit had been approved and sent for payment in

April.

- JJ advised that Richard Logan from FSD has offered to convert the CJI Annual Report and Accounts into the new format. MMcV expressed her thanks for this.
- MMcV distributed a tracker report of progress against the Corporate and Business Plan objectives. The report shows that CJI are on target to achieve four out of six Inspection targets, five out of six Communications targets and five out of six Corporate Business targets.

6.0 Media & Communications

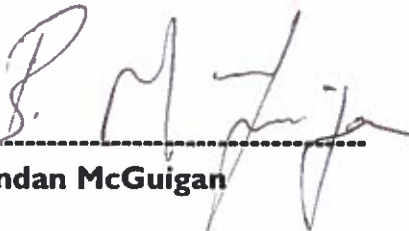
- The Police Custody report will be published 10 March 2016.
- The second design draft of the Prisoner Recalls report has been received with publication planned week commencing 14 March.
- Publication of the Anti-Social Behaviour follow-up review is planned prior to purdah.

7.0 Inspection Programme - ISO Clause 5.6.2 (c)

- The inspection programme was discussed with no major issues to address.
- Publication options for a report from the 2014-15 programme were discussed.
- The Terms of Reference for the inspection of the 'Arrangements in place in the PSNI to manage and disclose information in support of the Coronial process in Northern Ireland' has been prepared. It has gone through the CJI internal quality management process and signed off by the CI and DCI. The Terms of Reference was shared with the PSNI, NICTS and NIPB on 8 March 2016.

8.0 AOB

- There were no further points for discussion.



Brendan McGuigan

23/3/16.

Date

Next meeting – Wednesday 23 March 2016 at 10:00am
Inspector attending – Ian Cameron