

## Management Team Meeting Outputs – 10 December 2015

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

- No matters arising.

### 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 November monitoring budget profile.
- Sponsor Department have advised JC that funds for legal fees in respect of the JR would be available if required.
- JC has spoken with Sponsor Department regarding funding for the additional inspection requested by the Minister and £25K will be made available to cover the costs.
- MMcV and JJ will discuss staff cover for over the Christmas period in respect of the processing of finance transactions.

### 4.0 Staff and resource requirements

- There were no points for discussion.

### 5.0 Business Manager Update

- The NICS pay uplift was paid in the November salaries.
- Documents supporting the SCS business case are with Sponsor Department.
- The Corporate and Business plan has been submitted to Sponsor Department and sent for design.

### 6.0 Media & Communications

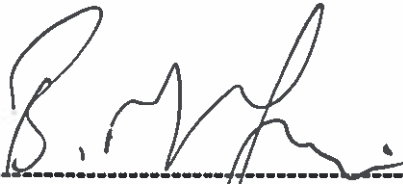
- The Youth Justice Review report will be published tomorrow, Friday 11 December.
- The Lifers follow-up review has been sent to the Minister prior to publication.

### 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 were no further points for discussion.



**Brendan McGuigan**

18.1.16.

**Date**

Next meeting – Wednesday 13 January 2016 at 10:00am  
Inspector attending – David MacAnulty