

Management Team Meeting Outputs – 13 March 2014

Those present: Brendan McGuigan, Chief Inspector (BMcG)
James Corrigan, Deputy Chief Inspector (JC)
Meloney McVeigh, Business & Communications Manager (MMcV)
Derek Williamson, Inspector (DW)
Bill Irvine, FSD (BI)
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)

- MMcV to progress provision of maternity cover for Business and Communications support officer.

Action: MMcV

3.0 Finance and Audit - ISO Clause 5.6.2 (a and d)

Finance

- BI gave an overview of the current financial position. Discussions were raised around the variances between the actual and budgeted expenditure and all points raised were dealt with by BI.
- BI advised that the decision in respect of the capital budget for 2014/15 may be deferred until June 2014.

4.0 Staff and resource requirements

- No points for discussion.

5.0 Business Manager Update

- The accommodation Business Case has been submitted to Sponsor Department who have passed it to the Economists. No feedback is available as yet.
- MMcV is preparing the Business Plan for 2014/15.

6.0 Media & Communications

- Securing Attendance at Court and Management of Jurors follow-up reviews have been designed and are ready for publication. Management of Jurors will be published w/c 17 March and Securing Attendance at Court w/c 24 March.
- The Complaints and Prisoner Escort and Court Custody reports will be published early April.
- MMcV has begun drafting the CJI Annual Report.

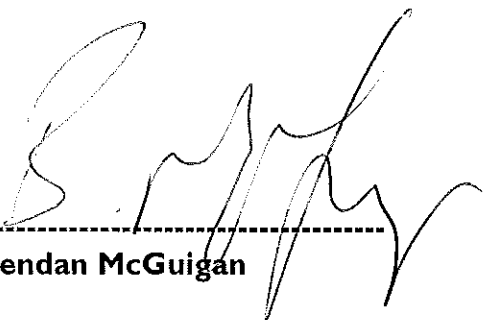
7.0 Inspection Programme - ISO Clause 5.6.2 (c)

- The inspection programme was discussed with no major issues to address.
- BMcG & JC have met and agreed the timing, scheduling and Lead Inspector for the 2014-15 Inspection Programme. Inspectors are encouraged to self-select in respect of deputising on each inspection.

Action: Inspectors

8.0 AOB

- JC & BP will hold further meetings with both QUB and UUJ to firm up ideas in relation to research opportunities to link in with the future inspection programme. Suggestions for discussion include placements, sponsorship of research papers and sponsorship of a prize for research.
- JC is considering alternative working models for Inspectors going forward, for example, part-time, Associate Inspectors etc.
- DW enquired as to the position of any pay case for staff. JC advised that there was nothing yet agreed between employers and the Unions and we would have to wait until agreement had been made by them.
- ISO:9001 – LB presented (on behalf of BP) the non-conformance from the recent accreditation audit together with the suggested corrective action. The MTM approved the corrective action and MMcV will incorporate this in the Annual Report.



Brendan McGuigan

25/3/14

Date

Next meeting – Tuesday 25 March 2014 at 10:00am
Inspector attending – David MacAnulty