

## Management Team Meeting Outputs – 10 February 2016

**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)

- Actioned. Further discussion under 3.0.

### 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 indicative budget allocation for 2016-17 has been advised which shows a cut of 5.7%.
- A request has been made to Sponsor Department for an additional £2K to the capital budget to cover a hardware upgrade.
- CJI have received funding for VES and now need to take this forward.
- JJ presented graphs showing the CJI opening and closing budget for the years 2013-17 representing the years FSD have provided financial services for CJI. BMcG asked if this information could go back historically and MMcV will provide the information to JJ to complete this exercise.

**Action: MMcV & JJ**

### 4.0 Staff and resource requirements

- A full-time Inspector has resigned from CJI with effect from end of February 2016.
  - The temporary Inspector post will be extended to end of March. The Recruitment Agency will be informed of the end of this contract.
- Action: MMcV**
- JC, MMcV & JJ will meet with Sponsor Branch (by exception) on 19 February to discuss workforce planning and the VES.
  - FSD will provide refresher training on the finance processes to Administration Support staff to cover the sickness absence of the Business & Administrative Support Officer. MMcV expressed her thanks to FSD staff for their continued support.

### 5.0 Business Manager Update

- MMcV will distribute an update of progress against the Corporate and Business Plan objectives.

**Action: MMcV**

## 6.0 Media & Communications

- The Lifers follow-up review was published 9 February 2016.
- The Maghaberry initial report was sent for permission to publish with a tentative publication date of 24 February. MMcV has met with the DoJ Press Office in preparation for this.
- The Police Custody report is at first design stage. Permission to publish has been received with publication planned for week commencing 29 February 2016.
- The Prisoner Recalls report was sent for design. Permission to publish has been received with publication planned for week commencing 7 March 2016.
- The Volume Crime report was sent for factual accuracy checks with a tentative publication date of week commencing 14 March.
- Work has begun on the Annual Report and Accounts which will take a different format this year.

## 7.0 Inspection Programme - ISO Clause 5.6.2 (c)

- The inspection programme was discussed with no major issues to address.

## 8.0 AOB

- MMcV met with DoJ Sponsor Branch regarding VES process for NDPBs. CJI would run its own scheme with initial work to commence as soon as possible. The Scheme will mirror the NICS scheme. Exact timeframes are to be confirmed and will be in line with CJI business needs. Communication will be sent by CJI to staff by the end of April outlining how this will be taken forward. The leaders on this will be MMcV, JC and JJ. Any staff interested in VES should look initially at the DFP website for information. CJI's indicative budget for 16-17 shows funding has been allocated for VES so the CJI VES scheme will operate in the 2016-17 financial year and will be completed within that year.

  
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**Brendan McGuigan**

25/2/16  
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**Date**

Next meeting – Wednesday 24 February 2016 at 10:00am  
Inspector attending – Rachel Lindsay