

## Management Team Meeting Outputs – 9 June 2015

<b>Those present:</b>	Brendan McGuigan, Chief Inspector (BMcG) James Corrigan, Deputy Chief Inspector (JC) Meloney McVeigh, Business & Communications Manager (MMcV) David MacAnulty, Inspector (DMacA) Linda Boal, PA (LB)
<b>Apologies</b>	Joanne Jamison, FSD (JJ)

### 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) provided papers for distribution at the meeting showing the up-to-date position in respect of resource funding based upon the opening monitoring budget profile. There were no significant changes since the last meeting.

### 4.0 Staff and resource requirements

- JC has received a letter from the Permanent Secretary advising CJI to expect significant in year budget cuts and to cease all discretionary spending.
- JC is investigating the sourcing of a temporary Inspector to substitute for the Inspector currently on secondment. The existing framework contract will be used for this exercise with a potential start date of 20 July 2015.
- Inspection work and corresponding skills will be indentified.

### 5.0 Business Manager Update

- CJI Pay Remit:
- The Business Cases in respect of the Inspectors and Grade C staff are progressing. MMcV will circulate the response from DFP once it is received.
- The NICS Business Case is still awaiting confirmation in respect of the ICT Allowance.
- The Annual Report and Accounts have been approved by the Audit and Risk Committee and submitted to the Audit Office.

### 6.0 Media & Communications

- The Juvenile Justice Centre report was published on 29 May with good broadcast and newspaper coverage. The pre-publication meeting with The Detail worked well.
- The Adequacy of Court Estate follow-up review was submitted for Ministerial

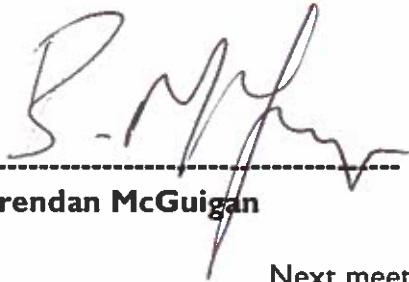
permission to publish.

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

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

## 8.0 AOB

- BMcG referred to the CJI Audit and Risk Committee meeting held 4 June, where both the internal and external audit reports were discussed. Both reports were extremely positive and reflected the hard work of staff to achieve this. BMcG expressed his thanks and appreciation to all staff that made this possible.
- MMcV advised that CJI need to source one or two non-executive members for the Audit and Risk Assurance Committee as the tenure of the current Chair is due to expire.



**Brendan McGuigan**

24/6/15  
Date

Next meeting – Wednesday 24 June 2015 at 10:00am  
Inspector attending – Bill Priestley