

Management Team Meeting Outputs – 23 March 2016

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

1.0 Minutes

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

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. There were no significant changes since the previous meeting.
- JJ has almost completed the financial information for the CJI pay remit business cases.
- The budget profile for 2016-17 has been sent to Sponsor Department.
- JJ is currently preparing for year end.
- The current legal challenge will be flagged as a financial pressure in 2016-17. The amount of £8K has been estimated for Legal Counsel costs and will be paid from the 2016-17 budget. Costs in respect of the DSO fee have been accrued.

4.0 Staff and resource requirements

- The tender in respect of the Inspector recruitment exercise has been sent out to a number of recruitment agencies.
- JC sent the CJI workforce planning paper to Sponsor Department.
- MMcV met with the staff member who is on long-term sick leave. This is the first of a series of meetings.

5.0 Business Manager Update

- MMcV is working on the narrative to accompany the CJI pay remit business cases.
Action: MMcV
- Richard Logan from FSD has drafted the initial version of the CJI Annual Report and Accounts in the new format. MMcV is working to complete the report.
- External audit is due to start week commencing 2 May 2016.

6.0 Media & Communications

- The Police Custody report was published on 10 March 2016.
- Publication of the Prisoner Recalls report was postponed due to final amendments. It

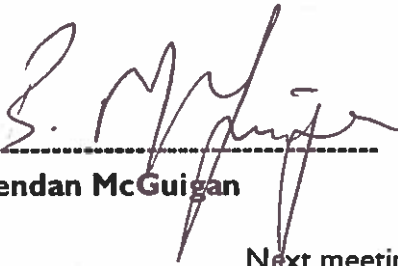
will be ready for publication following Easter recess.

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

13/4/16

Date

Next meeting – Wednesday 13 April 2016 at 10:00am
Inspector attending – Stephen Dolan