

Management Team Meeting Outputs – 11 February 2015

Those present: Brendan McGuigan, Chief Inspector (BMcG)
James Corrigan, Deputy Chief Inspector (JC)
Joanne Jamison, FSD (JJ)
Linda Boal, PA (LB)

Apologies: Meloney McVeigh, Business & Communications Manager (MMcV)
Rachel Lindsay, Inspector

1.0 Minutes

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

2.0 Matters arising - ISO Clause 5.6.2 (e)

None.

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.
- JJ is updating the Asset Register following the premises move.
- Firm costs associated with the premises move are now filtering through and outstanding invoices are being chased-up.
- Work is progressing on a budget profile exercise due to Sponsor Department on 26 February in respect of the 2015-16 budget. The updated savings delivery plan is also progressing.

4.0 Staff and resource requirements

- The change to the working pattern in respect of the member of support staff wishing to reduce working hours commenced 1 February.

5.0 Business Manager Update

- Sponsor Department will arrange a meeting date to discuss the CJI pay remit prior to preparation of the business case.

6.0 Media & Communications

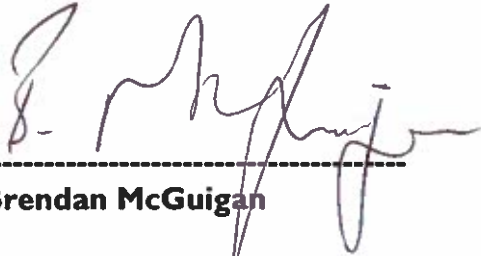
- Plans are in place for the publication of a number of inspection reports including the unannounced inspection of Magilligan prison, Youth Conferencing, Victims and Witnesses (incorporating Special Measures) follow-up review and the Juvenile Justice Centre.

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

24/2/15

Date

Next meeting – Tuesday 24 February 2015 at 10:00am
Inspector attending – David MacAnulty