

Management Team Meeting Outputs –12 October 2016

Those present: James Corrigan, Deputy Chief Inspector (JC)
Meloney McVeigh, Business & Communications Manager (MMcV)
Joanne Jamison, FSD (JJ)
Stevie Wilson, Inspector (SW)
Linda Boal, PA (LB)

Apologies: Brendan McGuigan, Chief Inspector (BMcG)

1.0 Minutes

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

2.0 Matters arising - ISO Clause 5.6.2 (e)

Actioned.

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

- JJ distributed papers showing the resource funding position as at end of September 2016 based upon the June monitoring round.
- The Judicial Review challenge against CJI has been dismissed on all substantive grounds. CJI has paid our costs in respect of DSO and Counsel.
- The release against the VES budget has been advised to the Department through the VES monthly report and the June Board Report return. The cash budget has been revised accordingly.
- An exercise was completed and submitted to FSD on 6 September on the impact of further cuts to the CJI budget in 2017-20. There has been no further response to date.
- JJ will prepare the six month accounts for the Audit and Risk Committee meeting on 20 October.

4.0 Staff and resource requirements

- The exit of two staff members under VES took place on 30 September 2016.
- MMcV is investigating options to recruit a Chair person for the CJI Audit and Risk Committee.
Action: MMcV
- JC has held meetings with support staff regarding the re-organisation of the support team. Discussions will take place with the Inspectors to complete the workforce review process.
- JJ, MMcV and JC will discuss the proposed changes in support from FSD following the review of business support.
Action: JJ, MMcV & JC
- JC has been carrying out mid-year review meetings with staff.
- JC has proposed to hold a business planning/team building day to help inform the CJI Corporate and Business Plan. Staff will be asked for suggestions on taking this forward.

5.0 Business Manager Update

- An Oversight Meeting with Sponsor Department is scheduled for 26 October, with JC, MMcV and JJ attending.
- The next CJI Audit and Risk Committee will be held 20 October.
- Consultation meetings are being held to inform the CJI Corporate and Business Plan and BMcG, JC and MMcV will meet to set targets once these are complete.

6.0 Media & Communications

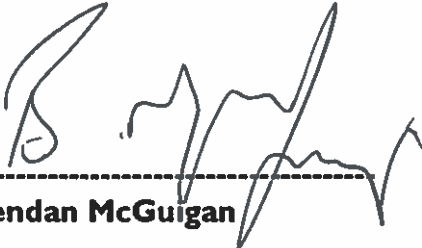
- The Driving Change report was published on 29 September 2016 with limited press coverage.
- The Maghberry light touch review has gone for factual accuracy check.
- The Hydebank Wood/Ash House reports have been sent to the Minister for permission to publish.
- MMcV to plan communications activity for publication of the CJI Corporate and Business Plan.

7.0 Inspection Programme - ISO Clause 5.6.2 (c)

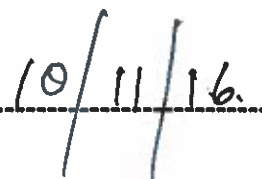
- The inspection programme was discussed with no major issues to address.

8.0 AOB

- JC advised that a Process Owner is required for the Finance and Asset Management process.
- LB advised that Auditors were proposing a change to the areas included in the ISO Accreditation. The suggestion would be that Financial Management and Supplier, Resource and Asset Management be dropped down a level as these areas now sit outside of CJI control.
- JC will discuss the points regarding ISO with BP.
Action: JC & BP
- JJ & JG will work on updating the CJI Asset Register.
Action: JJ & JG
- JJ will check on any guidance available for preparation of the Annual Report and Accounts.
Action: JJ



Brendan McGuigan



Date

Next meeting – Wednesday 26 October 2016 at 11:30am
Inspector attending – Bill Priestley