

Management Team Meeting Outputs – 25 May 2016

Those present: Brendan McGuigan, Chief Inspector (BMcG)
James Corrigan, Deputy Chief Inspector (JC)
Meloney McVeigh, Business & Communications Manager (MMcV)
Joanne Jamison, FSD (JJ)
Bill Priestley, Inspector (BP)
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)

- 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 based upon the opening 2016-17 budget profile.
- JJ will complete a return to the Department on any new emerging pressures forecast in the next budget period by Monday 6 June.
- The draft Annual Report and Accounts were submitted to RSM Northern Ireland on 29 April 2016. The audit is now completed with one point raised which will be reported as an unadjusted error.

4.0 Staff and resource requirements

- The advertisement for the Inspector recruitment was advertised in the local press, on line and the CJI website 19 and 20 May 2016 with good initial interest. The closing date for receipt of applications is Friday 3 June 2016.
- The documents in respect of the VES were issued to staff on 6 May with a response date of 3 June. The selection panel will then meet to evaluate any expressions of interest and staff will then be notified accordingly. NIPSA and Sponsor Department have been kept advised.
- One member of staff who is on long-term sick leave, is continuing to be managed by MMcV. A return to work date and schedule for phased return have been agreed.

5.0 Business Manager Update

- The Business Cases in respect of the 2015 pay remits are with the Department of Finance for consideration and Ministerial sign-off.

6.0 Media & Communications

- The Prisoner Recalls report and Anti-Social Behaviour follow-up review are ready for publication.

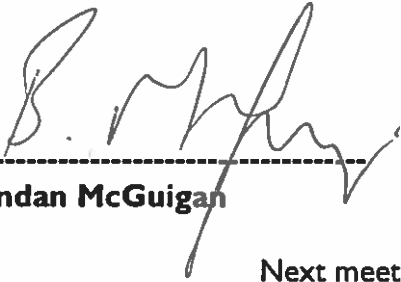
- The Road Traffic Legislation report is ready for Ministerial submission.
- The full Maghaberry 2016 inspection report is being prepared for Ministerial submission.
- The CJI web site is being reviewed for updating by end of June.

7.0 Inspection Programme - ISO Clause 5.6.2 (c)

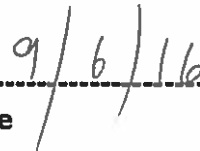
- The inspection programme was discussed with no major issues to address.
 - JC to remind Inspectors to update the workbook prior to management meetings
- Action: JC.**

8.0 AOB

- There were no further points for discussion.



Brendan McGuigan



Date

Next meeting – Thursday 9 June 2016 at 10:00am
Inspector attending – David MacAnulty