

Management Team Meeting Outputs – 26 May 2015

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

1.0 Minutes

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

2.0 Matters arising - ISO Clause 5.6.2 (e)

- Three of the pay remits have been submitted to the Sponsor Department for approval. The Senior Civil Service case is outstanding.
- The Business Case for the IT allowance has been supported by DOJ for final approval by DFP.

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 monitoring budget profile. There were no significant changes since the last meeting.
- The refund from LPS has been issued.

4.0 Staff and resource requirements

- JC had a conversation with Sponsor Department regarding backfilling for the Inspector secondment and will follow up on this.

5.0 Business Manager Update

- There were no issues for discussion.

6.0 Media & Communications

- The DoE Environmental Crime Unit report was published 21 May. With good broadcast coverage.
- The Juvenile Justice Centre report is being prepared for publication on 28 May.
- Prisoner Recall inspection has received an initial proof.
- The Spec was published week commencing 18 May.

7.0 Inspection Programme - ISO Clause 5.6.2 (c)

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

8.0 AOB

- The Annual Report and Accounts report is progressing with only a few minor points reported from the audit.
- JJ will commence the handover of Account NI work to CJI staff on 11 June. All staff will be issued in advance with a User Name and Password to access the system.
- JJ has asked that all staff complete the ELearning programme and then use the system to submit their May T&S claim. JJ will be in the office on 11 June to assist where necessary.

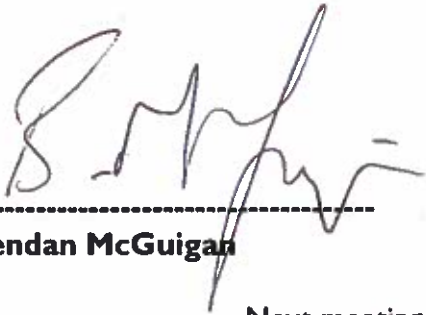
Action: All staff

- JJ will distribute a desk aid to assist staff and issue guidance on rules to create a suitable password.

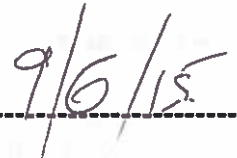
Action: JJ

- PMacA, AM and LB should also complete the ELearning programme prior to 11 June when JJ will assist with the process for completing requisitions.

Action: PMacA, AM & LB



Brendan McGuigan



Date

Next meeting – Wednesday 10 June 2015 at 10:00am
Inspector attending – David MacAnulty