

## Management Team Meeting Outputs – 27 January 2016

**Those present:** James Corrigan, Deputy Chief Inspector (JC)  
Meloney McVeigh, Business & Communications Manager (MMcV)  
David MacAnulty, Inspector (DMacA)  
Joanne Jamison, FSD (JJ)  
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)

- JJ to produce a budget analysis/graph showing the drop in CJI's budget over the past years.  
**Action: JJ**

### 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 October monitoring budget profile.
- The indicative budget allocation for 2016-17 has been advised which shows a cut of 5.7%.
- The capital budget is on target.
- CJI now need to move forward with the VES process.
- JJ is working on budget profiling to year end.

### 4.0 Staff and resource requirements

- The temporary Inspector post will be extended to end of March.
- JC has commenced planning to address the gaps in the Inspection Team.
- JC advised of a secondment into CJI from the Prisoner Ombudsman's office for a developmental opportunity.
- MMcV thanked FSD for the additional support they were providing during the sick absence of the Business & Administrative Support Officer.

### 5.0 Business Manager Update

- The outstanding 2014-15 SCS pay remit has gone to DFP and a further update has been requested.
- The 2015-16 pay remit is awaiting the appropriate documentation.
- The internal audit is scheduled for 16 February and will be carried out by Debbie Girvan from DOJ Internal Audit. The audit will focus on Corporate Governance.
- MMcV, JC & JJ met with Michael Scofield from RSM McClure Watters to plan for the external audit on 3 May 2016.
- The NIAO have received a copy of the external audit plan for discussion at the Audit

Committee later this week.

## 6.0 Media & Communications

- The Lifers follow-up review has been designed and the Press Release drafted. Publication is planned for week commencing 8 February.
- The Prisoner Recalls report is being proofed in preparation for Ministerial submission.
- The Police Custody factual accuracy check is now complete and the report will be sent to the Minister for permission to publish by the end of this week.
- The Volume Crime report is ready to be sent for factual accuracy checks.
- The Maghaberry initial report is with partner Inspectorates for review and is due back to CJI at the end of this week.
- The Anti-Social Behaviour follow-up review will be sent for factual accuracy checks next week.

## 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 reminded staff of the Lebanon Inspectorate general study visit later today.
- JC, DMacA & MMcV to meet later today to prepare for the presentation of the Monitoring of the Implementation of the Youth Justice Review to the Justice Committee tomorrow.
- The ISO 9001 monitoring visit took place on Monday with the NQA reporting just one area for improvement and no non-conformances.
- LB advised that next year's audit is a full certification visit as the current three year term is at an end. CJI will have to decide whether to continue with the certification and if so will have to go out to tender again. CJI will have to transition to the new ISO 9001:2015 standard for the recertification.
- JC thanked everyone for their hard work in relation to the ISO accreditation.
- DMacA advised that the new date for the JR is 23 February.

  
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**Brendan McGuigan**

  
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**Date**

Next meeting – Wednesday 10 February 2016 at 1:30pm  
Inspector attending – Rachel Lindsay