

Management Team Meeting Outputs – 25 March 2015

Those present:	Brendan McGuigan, Chief Inspector (BMcG) James Corrigan, Deputy Chief Inspector (JC) Bill Priestley, Inspector (BP) 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)

None.

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

- Joanne Jamison (JJ) shared the draft financial figures showing the position to date. The final figures for March were not available as yet.
- There is no change to the 2015/16 budget.
- The IT Manager has significantly reduced the IT spend.

4.0 Staff and resource requirements

- A member of the Inspection team will be moving to part-time working from 1 April 2015. A further member of the Inspection team has submitted a request for partial retirement to commence 1 November 2015 and another will be commencing a six month secondment from 1 May 2015.

5.0 Business Manager Update

- JJ has provided the figures for inclusion in the Business Cases for the CJI Pay Remit. JC will now submit these to sponsor department for approval.

6.0 Media & Communications

- The Victims and Witnesses follow-up review was published 19 March 2015 with good media coverage.
- The Youth Conferencing report will be published 26 March 2015.
- The DoE Environmental Crime Unit is with the Minister for permission to publish.
- The Juvenile Justice Centre report is being proofed in preparation for Ministerial submission.
- Material is being collated in preparation for the next edition of the Spec.
- Work is about to commence on the Annual Report.

7.0 Inspection Programme - ISO Clause 5.6.2 (c)

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

8.0 Section 75 Equality Duties

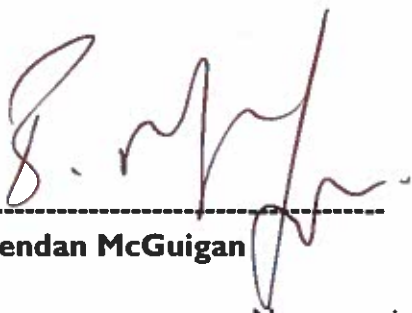
- BP presented a paper on the CJI Section 75 equality duties which had previously been distributed to the SMT. The paper contained proposed objectives and target for inclusion in the CJI Corporate and Business Plan. The SMT agreed the proposal.

Action: MMcV to include in Corporate & Business Plan

9.0 AOB

- JJ reminded the SMT that the CJI Annual Report and Accounts should be submitted to the Northern Ireland Audit Office by Friday 1 May. The timetable has been emailed to JC. JJ will complete the finance section of the report. The pension information required for inclusion in the annual report should be requested as soon as possible.

Action: MMcV/JC



Brendan McGuigan

15/4/15

Date

Next meeting – Wednesday 15 April 2015 at 10:00am
Inspector attending – Derek Williamson