

## **Management Team Meeting Outputs – 11 May 2016**

**Those present:** Brendan McGuigan, Chief Inspector (BMcG)  
James Corrigan, Deputy Chief Inspector (JC)  
Bill Priestley, Inspector (BP)  
Linda Boal, PA (LB)

**Apologies:** Meloney McVeigh, Business & Communications Manager (MMcV)  
Joanne Jamison, FSD (JJ)

### **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)**

- There were no significant finance changes to report since the previous meeting.
- The on-site fieldwork phase of the External Audit has completed.

### **4.0 Staff and resource requirements**

- The advertisement for the Inspector recruitment will be advertised in the local press, on line and the CJI website 19 and 20 May 2016.
- The documents in respect of the VES have been issued to staff.
- One member of staff who is on long-term sick leave, is continuing to be managed by MMcV with a meeting having taken place last week.

### **5.0 Business Manager Update**

- The Business Cases in respect of the 2015 pay remits are now with Sponsor Department and FSD as from 14 April.
- The draft Annual Report and Accounts for 2015-16 are in an advanced state with amends being taken forward as required.

### **6.0 Media & Communications**

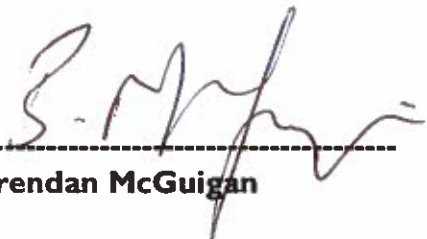
- The Prisoner Recalls report and Anti-Social Behaviour follow-up review are ready for publication.
- The Road Traffic Legislation report is being proofed in preparation for Ministerial submission.

### **7.0 Inspection Programme - ISO Clause 5.6.2 (c)**

- The inspection programme was discussed with no major issues to address.
- The Volume Crime inspection was discussed and the SMT decided to retain this report for internal reference.

**8.0 AOB**

- BP advised that the two internship students working with CJI have been awarded the only two DEL PhD studentships available for this year. The SMT extended their congratulations to both students.



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**Brendan McGuigan**

25/5/16  
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**Date**

Next meeting – Wednesday 25 May 2016 at 10:00am  
Inspector attending – Bill Priestley