

Management Team Meeting Outputs – 7 May 2013

Those present: Brendan McGuigan, Chief Inspector (BMcG)
James Corrigan, Acting Deputy Chief Inspector (JC)
Meloney McVeigh, Business & Communications Manager (MMcV)
Tom McGonigle, Inspector (TMcG)
Linda Boal, PA (LB)

Apologies: Billy Irvine, FSD

1.0 Minutes

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

2.0 Matters arising - ISO Clause 5.6.2 (e)

- BI is awaiting the average DoJ cost for accommodation and will bring this to the next MTM.

Action: BI

- The CJI pay remit is with MMcV and BI for amendment. This has encountered delay due to year end account pressures and work is planned to complete this on 7 and 8 May.

Action: MMcV & BI.

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

Finance

- No matters for discussion.

4.0 Staff and resource requirements

- BMcG & RL are working with Grafton to develop a candidate pack for the DCI recruitment. The advertisement is planned to go out at end of May with interviews planned for June.
- BMcG to source an independent female for the interview panel.

5.0 Business Manager Update

- MMcV has received the revised internal audit report.
- MMcV to speak to CJI's Internal Audit provider regarding amendments to the recommendations.
- External audit paperwork submitted. The audit will start from 13 May for two weeks.

6.0 Media & Communications

- PPS Corporate Governance published Friday 26 April.
- PBNI Community Supervision published 2 May to coincide with Minister's visit to

PBNI and received good positive coverage.

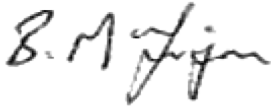
- PSNI Workforce Modernisation publication planned for 9 May.
- AM proofing Community Service follow-up review, publication possibly next week.
- The CJI Artwork and Design contract is being renewed. Work is ongoing to join the DoJ collaborative contract and a business case is being prepared.

7.0 Inspection Programme - ISO Clause 5.6.2 (c)

The inspection programme was discussed with no areas for concern.

8.0 AOB

- There were no further points for discussion.



Brendan McGuigan

12 June 2013

Date

Next meeting – Tuesday 22 May 2013 at 10.00am
Inspector attending – Tom McGonigle