

Management Team Meeting Outputs – 10 March 2015

Those present: Brendan McGuigan, Chief Inspector (BMcG)
James Corrigan, Deputy Chief Inspector (JC)
Ian Cameron, Inspector (IC)
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) distributed papers showing the up-to-date position in respect of resource funding, the 2014-15 budget, planning for the 2015-16 budget, prompt payments, Account NI KPIs and FSD KPIs. Discussions were raised around the variances between the actual and budgeted expenditure and all points raised were dealt with by JJ.

4.0 Staff and resource requirements

- A member of the Inspection staff will be moving to part-time working from 1 April 2015.
- A further member of the Inspection staff has submitted a request for partial retirement to commence 1 November 2015. This is being considered.
- No issues for discussion.

5.0 Business Manager Update

- MMcV has drafted three of the four Business Cases for the CJI Pay Remit. JJ is completing the work on the figures which need to be included.
- JC will then approve the Business Cases for submission to sponsor department.

6.0 Media & Communications

- The Magilligan inspection report was published 26 February with coverage in the main newspapers.
- Permission to publish the Victims and Witnesses follow-up review and Youth Conferencing report has been received and they are being designed in preparation for publication.
- The DoE Environmental Crime Unit is with the Minister for permission to publish.

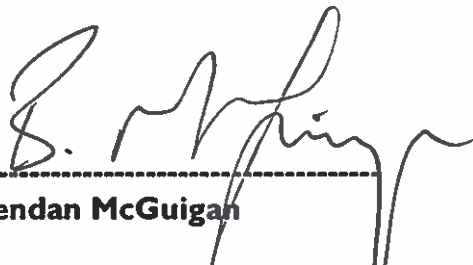
- The Juvenile Justice Centre report is being proofed in preparation for Ministerial submission.
- Material is being collated in preparation for the next edition of the Spec.
- Work is about to commence on the Annual Report.

7.0 Inspection Programme - ISO Clause 5.6.2 (c)

- The inspection programme was discussed with no major issues to address.
- A further meeting with HMIC is planned to prepare for the joint inspections using the PEEL methodology.

8.0 AOB

- There were no further points for discussion.



Brendan McGuigan

25/3/15
Date

Next meeting – Wednesday 25 March 2015 at 10:00am
Inspector attending – Ian Cameron