

Management Team Meeting Outputs – 29 April 2015

Those present: Brendan McGuigan, Chief Inspector (BMcG)
James Corrigan, Deputy Chief Inspector (JC)
Meloney McVeigh, Business & Communications Manager (MMcV)
Ian Cameron, Inspector (IC)
Joanne Jamison, FSD (JJ)
Linda Boal, PA (LB)

1.0 Minutes

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

2.0 Matters arising - ISO Clause 5.6.2 (e)

- The business case for the IT and Security Manager has now been completed and the CJI Pay remits will be submitted to sponsor department within the next day or two.
Action: JC

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 January monitoring budget profile. There were no changes since the last meeting.
- JJ has agreed an extension for the June monitoring submission to midday 5 May 2015 due to filing of the Annual Report and Account with the Auditors.
- JJ has made a few minor changes to the 2015/16 budget, moving funds to more appropriate accounts.
- There is a small capital budget of £10K and JJ will speak with the IT and Security Manager regarding any potential IT spend required during the year.
Action: JJ
- JJ & MMcV will discuss the Account NI KPIs.
Action: JJ & MMcV

4.0 Staff and resource requirements

- The secondment of DW will commence from 1 May for a six month period.
- JC will commence a project on workforce planning once the staff PDPs are complete.
Action: JC

5.0 Business Manager Update

- The paper work in respect of the partial retirement of a member of the inspection team has now been submitted.

6.0 Media & Communications

- The DoE Environmental Crime Unit report will be published week commencing 11 May.
- Permission to publish the Juvenile Justice Centre report has been received and the report is being designed for publication.
- Publication of the Spec is planned for later this week.
- Work on the Annual Report is ongoing.

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 advised that the internal audit was carried out on 16 April. CJI were awarded 'Substantial Assurance'. This is the highest level which can be attained. JC would like to thank everyone who made this possible.
- BMcG has now completed the stakeholder consultation meetings in respect of the CJI Corporate Plan and Inspection Programme. The management team discussed the timing and content of the corporate plan due early in the 2015 financial year. The CJI Inspection Programme is informed by the Programme for Government and the Ministerial Priorities from DoJ, both of which will be reviewed next year after the NI Assembly election. The Corporate Plan is produced factoring information from the Comprehensive Spending Review which is not yet available. Given both these points, the team decided to produce an interim plan for a period of one year. BMcG will discuss this with the Minister at their meeting next week.



Brendan McGuigan

13/5/15

Date

Next meeting – Wednesday 13 May 2015 at 10:00am
Inspector attending – Stephen Dolan