

Senior Management Team Meeting Outputs – 13 November 2019

- Attendees:** Brendan McGuigan, Chief Inspector (BMcG)
James Corrigan, Deputy Chief Inspector (JC)
Ian Cameron, Inspector (IC)
Joanne Jamison, FSD (JJ)
Linda Boal, CSO (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 and the status of actions from previous management reviews in dealing with risks and opportunities - **ISO Clause 9.3.2 (a)**

- 4.0 MMcV and DMacA have the ISO tender well progressed.
- 5.0 JC and MMcV working on the recruitment business cases and tender.

3.0 Finance and Audit - and information on the performance of external providers. **ISO Clause 9.3.2 (c)**

- JJ distributed the papers based on the September 2019 monitoring profile.
- The budget shows staff spend unfavourable £25K which is related to the increase in employer pension contributions. The non-staff budget shows favourable £2K year to date. The profiling will be updated to show that the pension pressure has now been met.
- In light of the easement in pension pressure and cost savings associated to delays in the recruitment of a new Inspector, CJI will be returning £20K at the January monitoring round.
- The capital budget of £2k has been approved which is in relation to IT expenditure for the new Chief Inspector. A further bid will be submitted in January monitoring round to purchase Licences and the web site upgrade.
- Future year pressures from 2020-23 and Capital DEL requirements for 2020-25 were submitted to the Department. A scenario planning and a horizon scanning exercise have also been submitted.
- A further return is being prepared to inform the DoF intention to prepare a public facing Budget Outlook Document.

4.0 Staff and Resource

- MMcV and JC are working on the business cases and tender for Inspector recruitment.

Action: MMcV & JC

5.0 Business Manager Update including the effectiveness of actions taken to address risks and opportunities and opportunities for improvement **ISO Clause 9.3.2 (e&f)**

- Finance returns and business cases in relation to staff are being progressed.
- The next Oversight meeting is scheduled for 18 November 2019.

6.0 Media & Communications including changes in external and internal issues that are relevant to the quality management system; customer feedback received since last

meeting **ISO Clause 9.3.2 (b)**

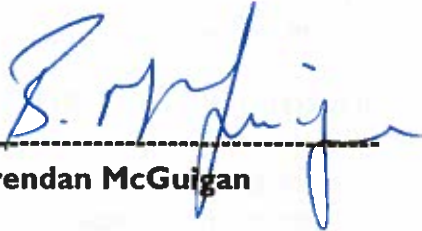
- The PPANI report was published on 23 October.
- The Safety of Prisoners and Base 2 reports are being prepared for publication in November.
- The Driving Change Follow-up Review has been sent for design.

7.0 Inspection Programme - ISO Clause 9.1.3 (c)

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

8.0 AOB

- There were no further points for discussion.



Brendan McGuigan



Date

Next meeting –27 November 2019 at 10:00am
Inspector attending – Stevie Wilson