

Management Team Meeting Outputs –28 September 2016

Those present: James Corrigan, Deputy Chief Inspector (JC)
Meloney McVeigh, Business & Communications Manager (MMcV)
Stephen Dolan, Inspector (SD)
Linda Boal, PA (LB)

Apologies: Brendan McGuigan, Chief Inspector (BMcG)
and
Joanne Jamison, FSD (JJ)

1.0 Minutes

- Minutes of the previous meeting were agreed and signed by JC.

2.0 Matters arising - ISO Clause 5.6.2 (e)

- Meetings scheduled with business support staff to discuss the essential and non essential tasks/actions currently being undertaken and how best to utilise remaining staff resource within business support to meet business requirements.
- JC is holding exit meetings with staff this week and will capture any learning points for record.
- JC will discuss the Transformation Fund for 2018-19 when holding end of year PDP meetings.
- MMcV is currently working on the Article 55 review and will provide a copy to BMcG and JC on completion.

Action: MMcV

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

- MMV confirmed that there were no changes to the finance position since the last meeting.

4.0 Staff and resource requirements

- **VES:**
 - The exit to two staff members under VES will take place on 30 September 2016. Exit interviews will be carried out with both staff members prior to their departure.
- MMcV had investigated the possibility of utilising the DoF list of potential Audit Committee Chairs to fill the vacancy on the CJI Audit Committee. Unfortunately that list has now expired and CJI will be required to explore other options. JC has informed Sponsor Department.

5.0 Business Manager Update

- MMcV is preparing the submission to the Permanent Secretary in respect of the one year extension to the ICT contract.

Action: MMV

6.0 Media & Communications

- Publication of the Driving Change report is planned for 29 September 2016.
- Resolve CBRJ Scheme report was published 22 September with a reasonable amount of media coverage.
- The Maghaberry light touch review is ready for factual accuracy check.
- The Hydebank Wood/Ash House reports are being prepared for Ministerial submission.

7.0 Inspection Programme - ISO Clause 5.6.2 (c)

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

8.0 AOB

- No issues were discussed.



Brendan McGuigan

11/10/2016

Date

Next meeting – Wednesday 12 October 2016 at 10:00am
Inspector attending – Bill Priestley