

Management Team Meeting Outputs –23 November 2016

Those present: Brendan McGuigan, Chief Inspector (BMcG)
James Corrigan, Deputy Chief Inspector (JC)
Meloney McVeigh, Business & Communications Manager (MMcV)
Joanne Jamison, FSD (JJ)
Stevie Wilson, Inspector (SW)
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)

- Actioned. JJ advised that the changes to the mileage claims will not come into effect until 1 April 2017 and further guidance will be issued prior to that date.

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

- JJ distributed papers showing the resource funding position based upon the October monitoring round with no significant changes since the last meeting.
- JJ is preparing returns for the Department in relation to the non-cash resource (Depreciation Costs) and Public Sector Transformation fund.

4.0 Staff and resource requirements

- There were no items to report.

5.0 Business Manager Update

- MMcV advised that the extension to the ICT contract has been approved by the Permanent Secretary.
- MMcV and JC are beginning work on the CJI Corporate Plan and hope to share this with sponsor department prior to the Christmas break.

6.0 Media & Communications

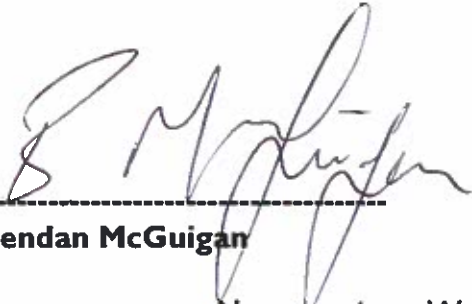
- The Maghaberry light touch review was published today with satisfactory broadcast and print media coverage.
- The Driving Change report was presented to the Justice Committee last Thursday 17 November.
- MMcV is now progressing the Coronial Files inspection report for Ministerial submission.
- JG is working on a refresh of the CJI web site.

7.0 Inspection Programme - ISO Clause 5.6.2 (c)

- The inspection programme was discussed with no major issues to address.
- JC advised that a programme of Approved Premises inspections will be produced with Inspectors allocated. Going forward, the Lead Inspector will take these reports through the factual accuracy stage and to completion.

8.0 AOB

- There were no further points for discussion.



Brendan McGuigan

14/12/16
Date

Next meeting – Wednesday 14 December 2016 at 10:00am
Inspector attending – Rachel Lindsay