

Management Team Meeting Outputs – 14 November 2018

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| Attendees: | Brendan McGuigan, Chief Inspector (BMcG) James Corrigan, Deputy Chief Inspector (JC) Meloney McVeigh, Business & Communications Manager (MMcV) Joanne Jamison, FSD (JJ) Roisin Devlin, Inspector (RD) |
| Apologies: | Linda Boal, PA (LB) |

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)

- No points for discussion.

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

- JJ presented the papers based on the October 2018 position of the June monitoring profile which showed no significant changes since the end of the previous month.
- The CJI budget allocation 2018-19 has been confirmed at £1,053K and a nil capital budget.
- An information gathering exercise has been completed on 2019-20 financial pressures & submitted to FSD on 2 November. It highlights a potential £22k pressure linked to the potential outcome of the grading exercise currently underway in respect of the CJI Inspector post & the potential financial impact of the appointment of a new Chief Inspector at some point during the 2019-20 financial year.
- The January 2018-19 monitoring round return was submitted to the FSD Support Team on 8 November 2018. It flags potential salary cost pressures linked to the grading exercise for the Inspector role and a potential mitigating easement linked to CJI's annual accommodation costs. JJ to continue to make enquiries with FSD re the accommodation cost and possible easement.
- KPI monthly statistics were presented to the meeting.
- JJ highlighted the current budget position and the need for CJI to clarify anticipated expenditure until the end of the financial year.

5.0 Staff & Resource requirements

- CJI is managing the impact of the absence of an Inspector as a result of sickness. JC is maintaining contact with the individual.
- JC has received correspondence from the Inspector group in relation to the regrading exercise and is engaging with staff.

6.0 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)

- The 2017 NICS; Grade C and SCS aligned pay remits are due to be processed at the end of November 2018.

- The 2017 Inspector pay remit has approved by DoF and will be submitted for processing in December 2018.
- JC, JJ and MMV attended an Oversight Meeting with Sponsor Department on 5 November. The next meeting is scheduled for February 2019.
- Work on drafting the 2019-20 Business Plan is to be commenced before the end of the year.
- Section 75 (Risk Register) deferred to next meeting at MMV's request.

7.0 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)**

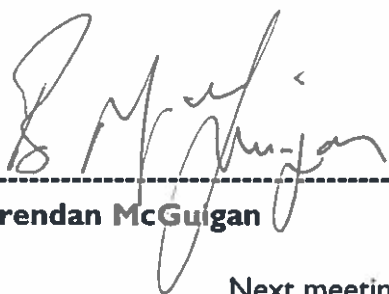
- The Sexual Violence and Abuse Inspection was published on 13 November 2018 generating broadcast and print media coverage. CJI engaged with stakeholders in advance of publication and presented the findings of the report to the All Party Group on Domestic and Sexual Violence at Stormont on the day of publication. BMcG thanked all staff for their efforts in the lead up to and on the day the report was published. MMV also thanked all staff for their support with the publication.
- Maghaberry prison inspection is due for publication w/c 26 November 2018 (28th).

8.0 Inspection Programme - ISO Clause 9.1.3 (c)

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

9.0 AOB

- No matters arising.



Brendan McGuigan

28/11/18

Date

Next meeting – Wednesday 28 November 2018 at 10:00am
Inspector attending – Stevie Wilson