

## Management Team Meeting Outputs – 10 July 2013

**Those present:** Brendan McGuigan, Chief Inspector (BMcG)  
Meloney McVeigh, Business & Communications Manager (MMcV)  
Stephen Dolan, Inspector (SD)  
Billy Irvine, FSD (BI)  
Linda Boal, PA (LB)

**Apologies:** James Corrigan, Acting Deputy Chief Inspector (JC)

### 1.0 Minutes

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

### 2.0 Matters arising - ISO Clause 5.6.2 (e)

- None.

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

#### *Finance*

- BI distributed copies of various reports showing the expenditure to date with no pressures to report.
- Prompt payments dropped last month but work is planned to improve this.

### 4.0 Staff and resource requirements

- Interviews for the DCI recruitment exercise will take place on 24 July.
- The ASO has requested reducing working hours. This is being piloted for an eight week period beginning w/c 22 July 2013.

### 5.0 Business Manager Update

- The 2012-13 CJI Annual Report and Accounts were laid in the NI Assembly on 5 July 2013 after being authorised and signed by the C&AG on 27 June 2013.
- The move of all staff to 7<sup>th</sup> floor is progressing with discussions taking place with Land & Property Services, DoJ, Bio Kinetic/BUPA and the Landlord.
- The movers will be in last week in July with the actual move planned on to be completed before 11 August.
- Skills for Justice are looking for alternative accommodation but will remain where they are for the present.
- Land and Property Service are assisting with negotiations in respect of a new lease and alternative accommodation.

## 6.0 Media & Communications

- Court Orders and The Past are with the Minister for permission to publish.
- Ash House and Hydebank Wood are in the final stages of proofing before being sent to the Minister.
- Sexual Violence follow-up review, OPONI/PSNI relationship and Youth Justice Review are almost ready to begin the proofing process.
- The Business Plan is being progressed.

## 7.0 Inspection Programme - ISO Clause 5.6.2 (c)

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

## 8.0 AOB

- There were no further points for discussion.



-----  
**Brendan McGuigan**

30 July 2013

-----  
**Date**

Next meeting – Tuesday 23 July 2013 at 10.00am  
Inspector attending – Stephen Dolan