

Management Team Meeting Outputs –9 June 2016

Those present: Brendan McGuigan, Chief Inspector (BMcG)
James Corrigan, Deputy Chief Inspector (JC)
Meloney McVeigh, Business & Communications Manager (MMcV)
Joanne Jamison, FSD (JJ)
David MacAnulty, Inspector (DMacA)
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.

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

- Joanne Jamison (JJ) distributed papers showing the up-to-date position in respect of resource funding based upon the opening 2016-17 budget profile.
- JJ completed a return to the Department on any new emerging pressures forecast in the next budget period. The return was submitted Thursday 2 June.
- The CJI Audit and Risk Assurance Committee confirmed at the meeting on 2 June that they were content for the 2015-16 Annual Report & Accounts to be formally signed. These have now been sent to RSM, External Auditors.
- JJ received an email from Billy Irvine regarding the cross cutting reform programme. MMcV, JC and JJ will meet to discuss and prepare the CJI response.

4.0 Staff and resource requirements

- The Inspector recruitment exercise is underway with interviews planned end of June.
- The closing date for expressions of interest in VES was Friday 10 June. The Panel will meet to consider applications and then inform the relevant staff.
- The member of staff on long-term sick leave is now on phased return.

5.0 Business Manager Update

- MMcV has received an update from FSD who advise that the pay remit for the NICS aligned staff members in CJI was forwarded to the DOF Minister on 27 May 2016. The ministerial submission to accompany the three remaining pay remits for other CJI staff are expected to be completed this week.

6.0 Media & Communications

- An edition of the Spec is being prepared for publication.
- The Prisoner Recalls report and Anti-Social Behaviour follow-up review are ready for publication.
- The Road Traffic Legislation report is ready for Ministerial submission.

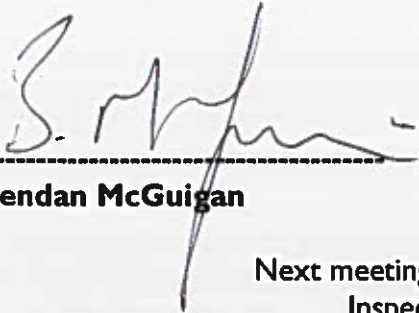
- The full Maghaberry 2016 inspection report is being prepared for Ministerial submission.
- The CJI web site is being reviewed for updating by end of June.

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

22/6/16
Date

Next meeting – Wednesday 22 June 2016 at 10:00am
Inspector attending – David MacAnulty