

## Management Team Meeting Outputs – 12 November 2014

**Those present:** Brendan McGuigan, Chief Inspector (BMcG)  
James Corrigan, Deputy Chief Inspector (JC)  
Joanne Jamison, FSD (JJ)  
Rachel Lindsay, Inspector (RL)  
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)

None

### 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 finance. Discussions were raised around the variances between the actual and budgeted expenditure and all points raised were dealt with by JJ.
- The October monitoring round budget profile has been submitted with £80K cut applied.
- A capital bid has been submitted to cover the addition costs associated with the premises move.
- The 2015/16 budget has been re-profiled to show the impact of 10% and 15% cut and submitted to sponsoring Department on Monday.
- JJ advised that payment to DFP in respect of rent for the new premises will now be paid by invoice with VAT added.
- JJ shared the DoJ Account NI Key Performance Indicators which shows how CJI has performed against the KPIs during October 2014.

### 4.0 Staff and resource requirements

- Inspector RL returned from maternity leave this week.
- Meeting held with four Post Grad students from UUJ interested in taking part in a pilot programme with CJI to conduct research for inspections. This is planned to commence January 2015.

### 5.0 Business Manager Update

- The accommodation Business Case still awaits final figures and it is hoped this can be submitted early next week.

### 6.0 Media & Communications

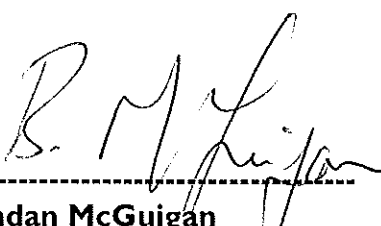
- The Serious and Organised Crime report was published today, 12 November, with several pieces of media coverage.
- The Police and Community Safety Partnership report has been submitted to the Minister requesting permission to publish.
- The Magilligan Prison inspection report is with HMIP and should be received shortly.
- The report on Discretionary Disposals is currently being proofed in preparation 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 further points for discussion.

  
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**Brendan McGuigan**

26/11/14  
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**Date**

Next meeting – Wednesday 26 November at 10:00am  
Inspector attending – David MacAnulty