

Management Team Meeting Outputs – 14 September 2016

Those present: Brendan McGuigan, Chief Inspector (BMcG)
Meloney McVeigh, Business & Communications Manager (MMcV)
James Corrigan, Deputy Chief Inspector (JC);
Stephen Dolan, Inspector (SD).

Apologies: Linda Boal, PA (LB); and
Joanne Jamison, FSD (JJ)

1.0 Minutes

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

2.0 Matters arising - ISO Clause 5.6.2 (e)

- JC has had initial conversations with remaining business support staff but more detailed discussions will take place in the next two weeks after staff on annual leave return. Discussions will assist in identifying essential and non essential tasks/actions currently being undertaken and how best to utilise remaining staff resource within business support to meet business requirements.
- **Action: JC**

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

- Meloney McVeigh (MMV) distributed papers submitted by Joanne Jamison (JJ) in her absence showing the up-to-date position in respect of resource funding based upon the June 2016 budget profile.
- October Monitoring Round return was submitted on 11 August 2016. Budget profile will be updated in due course.
- The exercise to profile the potential impact of budget cuts over the next three financial years (2017/18-2019/20) has been completed with input from MMV and JC. It was submitted on 8 September 2016. Any future cut to CJI's 2016-17 baseline budget would have significant impact on CJI.
- Response from CJI regarding its potential need to access the Transformation Fund in the future has also been submitted to DoJ and incorporated within wider return to Dept of Finance (DoF).
Action: JJ, JC & MMV.

4.0 Staff and resource requirements

- **Inspector recruitment:**
 - JC has met with CJI's two new Inspectors Roisin Devlin and Stephen Wilson. A detailed induction process has been commenced outlining their role and its anticipated development. BMcG has met both new Inspectors and welcomed them to CJI.
- **VES:**
 - Work is continuing to support the exit of two staff members under VES with effect from 30 September 2016. Exit interviews will be carried out with both staff members prior to their departure.

- **Action: MMV & JC**
- **Staff absence:**
- Two staff members previously on sickness absence have returned. Another staff member on long term sickness absence remains absent and their absence continues to be managed by their line manager.

5.0 Business Manager Update

- MMcV advised the Govt Research and Development Survey return was submitted by JC on 14 September 16.
- MMV has undertaken training in relation to Managing Underperformance and Discipline matters.
- CJI has been notified it is due to carry out its 4th Article 55 Review which looks at employment composition and practices by 1 January 2017. While it is a statutory requirement to complete the review at least every three years, it does not have to be submitted to the Equality Commission unless requested.
- **Action: MMV**

6.0 Media & Communications

- The final design version of Driving Change has been agreed. MMV to prepare press release and communications plan for publication.
- Resolve CBRJ Scheme report at an advanced stage in preparation for publication.
- MMV to commence proofing report on unannounced prison inspection report following completion of factual accuracy check.

7.0 Inspection Programme - ISO Clause 5.6.2 (c)

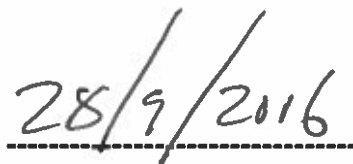
- The inspection programme was discussed with no major issues to address.

8.0 AOB

- No issues were discussed.



Brendan McGuigan



Date

Next meeting – Wednesday 28 September 2016 at 10:00am
Inspector attending – Stephen Dolan