

Management Team Meeting Outputs – 28 January 2015

Those present: Brendan McGuigan, Chief Inspector (BMcG)
James Corrigan, Deputy Chief Inspector (JC)
Joanne Jamison, FSD (JJ)
David MacAnulty, Inspector (DMacA)
Linda Boal, PA (LB)

Apologies: Meloney McVeigh, Business & Communications Manager (MMcV)

1.0 Minutes

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

2.0 Matters arising - ISO Clause 5.6.2 (e)

Discussed through the agenda items.

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.
- An easement has been advised to Sponsor Department in respect of two business cases which were withdrawn.
- Return submitted to Sponsor Department on Friday in respect of the VE Scheme.
- The capital budget of £10k has been confirmed.
- JJ has prepared the nine month accounts for the Audit Committee meeting tomorrow.
- JJ preparing for internal and external audits and will need to draw heavily on support from PMacA to complete this exercise.
- Prompt payments dipped slightly during December mainly due to the premises move.
- The SLA between FSD and CJI is due for review and a meeting will be arranged to discuss this.

4.0 Staff and resource requirements

- MMcV has sent HR Connect the details of the change to the working pattern in respect of the member of support staff reducing working hours.

5.0 Business Manager Update

- No points for discussion.

6.0 Media & Communications

- The Discretionary Disposals inspection report was published today.
- The Magilligan Prison inspection report was submitted to the Minister on 20 January

for permission to publish.

- The NIEA Environmental Crime Unit report is currently being proofed in preparation for Ministerial submission.

7.0 Inspection Programme - ISO Clause 5.6.2 (c)

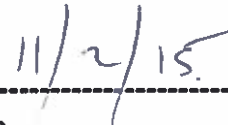
- The inspection programme was discussed with no major issues to address.
- University placement students have now commenced research work for a number of inspection reports.
- BP had a successful trip to Georgia with the Council of Europe where particular interest was expressed in prison inspections.

8.0 AOB

- BMcG congratulated all staff on the successful ISO:9001 audit where continued registration was recommended. A few challenges remain and senior management will discuss these.



Brendan McGuigan



Date

Next meeting – Wednesday 11 February 2015 at 10:00am
Inspector attending – Rachel Lindsay