

Management Team Meeting Outputs – 13 May 2015

Those present:	James Corrigan, Deputy Chief Inspector (JC) Meloney McVeigh, Business & Communications Manager (MMcV) Bill Priestley, Inspector (BP) Joanne Jamison, FSD (JJ) Linda Boal, PA (LB)
Apologies	Brendan McGuigan (BMcG)

1.0 Minutes

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

2.0 Matters arising - ISO Clause 5.6.2 (e)

- Pay remits covered under Business Manager update.
- IT and Security Manager investigating potential IT spend during the year.
- JJ to speak with her team regarding the KPIs.
- JC has completed most of the PDPs with only the BCM meeting to be re-scheduled.

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 monitoring budget profile.
- JJ has submitted as easement against the non cash budget of £10k in the June monitoring round.

4.0 Staff and resource requirements

- No issues to address.

5.0 Business Manager Update

- The business case for the IT and Security Manager allowance is with the Economists who have submitted a number of queries.
- The CJI Pay Remits are awaiting revised figures from JJ.
Action: JJ/JC

6.0 Media & Communications

- The DoE Environmental Crime Unit report will be published week commencing 18 May. The Press Release is being prepared.
- The Juvenile Justice Centre report is being designed and publication is planned for end of May.
- Prisoner Recall inspection is being proofed for ministerial submission.
- Publication of the Spec is planned for next week.

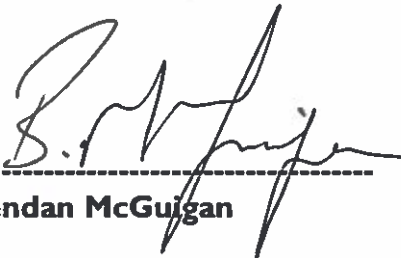
7.0 Inspection Programme - ISO Clause 5.6.2 (c)

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

8.0 ISO

- BP presented ISO issues to the MTM. The next external audit will focus on the area of Documents and Records. Internal Auditors carried out an audit of this area on 23 April which found three non-conformances. The SMT need to decide what resources can be put into focusing on this area. BP suggested a rolling programme to action this. The SMT agreed this area required attention.
- All electronic and hard copy documents and records need to be examined in line with the CJI Documents and Records policy.
- BP suggested that the Business Manager draft a checklist for the business area (similar to the QA checklist used in the inspection process).
Action: MMcV
- BP will share the instruction on how to convert emails to pdf. The pdf saves space and is searchable.
Action: BP
- The BCM will create a process to address the retention of documents and record held for the business area.
Action: MMcV

9.0 AOB



Brendan McGuigan

26/5/15

Date

Next meeting – Tuesday 26 May 2015 at 10:00am
Inspector attending – Stephen Dolan