

## Management Team Meeting Outputs – 24 February 2015

**Those present:** Brendan McGuigan, Chief Inspector (BMcG)  
James Corrigan, Deputy Chief Inspector (JC)  
Meloney McVeigh, Business & Communications Manager (MMcV)  
Stephen Dolan, Inspector (SD)  
Joanne Jamison, FSD (JJ)  
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 resource funding based on the January monitoring budget.
- Sponsor Department have been advised of an easement against staff costs.
- Profiling of the 2015-16 budget and the saving delivery plan were updated and will be agreed with JC prior to submission to FSD by 26 February.

### 4.0 Staff and resource requirements

- No issues for discussion.

### 5.0 Business Manager Update

- A meeting took place this morning with the Sponsor Department to discuss preparation of the business cases in respect of the CJI pay remit. MMcV has drafted the business case in respect of staff on the NICS salary scale which will be passed to JC for comment. Work will then commence on the business cases for Grade C staff and the Inspectors.
- The site survey will be carried out mid March in respect of painting the premises.

### 6.0 Media & Communications

- The Magilligan inspection report will be published 26 February.
- The Victims and Witnesses follow-up review, The DoE Environment Crime Unit and Youth Conferencing reports are all with the Minister for permission to publish.
- The Juvenile Justice Centre report is being proofed in preparation for Ministerial submission.
- Material is being collated in preparation for the next edition of the Spec.

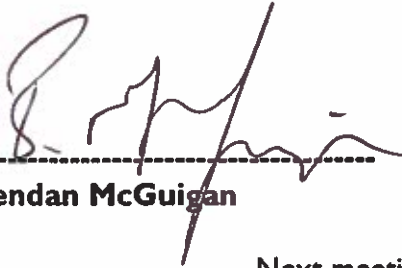
- Work is about to commence on the Annual Report.

### 7.0 Inspection Programme - ISO Clause 5.6.2 (c)

- The inspection programme was discussed with no major issues to address.
- CJI will be working with HMIC and HMCPSI on a series of police inspections using the PEEL methodology.
- Two requests have been received from Restorative Justice schemes for the accreditation of new schemes.
- The Policing Board have requested an inspection on disclosure in Coronial Requests.

### 8.0 AOB

- There were no further points for discussion.



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**Brendan McGuigan**

10/3/15

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**Date**

Next meeting – Tuesday 10 March 2015 at 10:00am  
Inspector attending – Ian Cameron