

## Management Team Meeting Outputs – 14 January 2015

**Those present:** Brendan McGuigan, Chief Inspector (BMcG)  
James Corrigan, Deputy Chief Inspector (JC)  
Meloney McVeigh, Business & Communications Manager (MMcV)  
Joanne Jamison, FSD (JJ)  
David MacAnulty, Inspector (DMacA)  
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)

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 based upon the January monitoring budget profile, opening budget 2014-15, planning for the 2015-16 budget including the impact of cuts at 12%, prompt payments, Account NI KPIs and FSD KPIs. Discussions were raised around the variances between the actual and budgeted expenditure and all points raised were dealt with by JJ.
- The Business Case for the 2014-15 pay remit will be prepared following the meeting with Sponsor Department. JJ has the figures prepared for inclusion.

**Action: MMcV**

### 4.0 Staff and resource requirements

- MMcV has spoke with the member of staff who requested a reduction in working hours and a timeframe for this change will be agreed with the individual.

### 5.0 Business Manager Update

- Land and Property Services have verbally agreed the dilapidation costs in respect of the Great Victoria Street premises with the landlord's agents. This should be finalised by the end of January.

### 6.0 Media & Communications

- Permission to publish the Discretionary Disposals inspection report has been received and publication is planned for week commencing 19 January.
- The Magilligan Prison inspection report is being proofed and will be submitted for Ministerial permission to publish early in January.

- The NIEA Environmental Crime Unit report is next to be proofed in preparation for Ministerial submission.

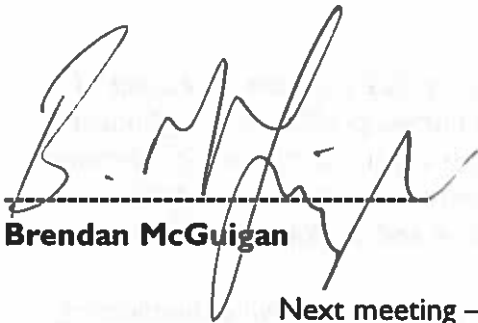
#### 7.0 Inspection Programme - ISO Clause 5.6.2 (c)

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

#### 8.0 AOB

- Presentations will be made to the Justice Committee on Wednesday 21 January in respect of the PCSP report and on Tuesday 27 January in respect of the Child Sexual Exploitation report.
- Colin Caughey from the NIHRC has expressed an interest in presenting to the Inspectors on the work of his organisation.
- All Process Owners are reminded that the ISO:9001 audit monitoring visit will take place on Thursday 22 January. LB to arrange preparation meeting.

**Action: LB**



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**Brendan McGuigan**

28/1/15  
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**Date**

Next meeting – Wednesday 28 January 2015 at 10:00am  
Inspector attending – David MacAnulty