

Management Team Meeting Outputs – 13 August 2013

Those present: James Corrigan, Acting Deputy Chief Inspector (JC)
Meloney McVeigh, Business & Communications Manager (MMcV)
Bill Priestley, Inspector (BP)
Michael Rafferty, FSD (MR)
Linda Boal, PA (LB)

Apologies: Brendan McGuigan, Chief Inspector (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)

There were no matters arising.

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

Finance

- MR distributed copies of finance reports showing the expenditure to date.
- MR referred to point 4 in his notes which refers to the prompt payment return for July and advised that FSD are carrying out an audit to identify where the problem lies.
- MR also referred to point 5 which highlights the value of raising a purchase order in advance of a purchase.
- BP asked about the 5% cut in budget announced in July which only gives eight months to deliver this saving. JC advised that BMcG will be raising this issue in his meeting with the DoJ Permanent Secretary in September.

4.0 Staff and resource requirements

- The draft letter of offer in respect of the DCI post is with the DoJ for approval.
- The letters in respect of the approval of the pay remit for staff on the NICS aligned pay scales have been issued and the funds should be in the August salary. NIPSA have also been informed. The pay remits in respect of the NIO Grade C aligned staff and Inspection staff are with DFP. The case for the SCS has gone back to FSD.
- A Governor from the NIPS will start a period of secondment from 2 September for a period of 6-9 months. The secondee agreement is currently with the NIPS.
- The ASO is continuing with part time hours as planned until mid September. Two members of staff will be going on maternity leave towards the end of the current leave year and consideration will need to be given in relation to back filling these posts.

5.0 Business Manager Update

- The move of all staff to the seventh floor took place on Wednesday 31 July. The

Deed of Surrender has been signed by the departmental solicitors. MMcV is in the process of reclaiming the rent from the Landlord's agent and the rates from Belfast City Council.

- MMcV extended her thanks to all those involved in the planning and practicalities of the move.
- The Business Plan was sent to the Minister for approval on 7 August. Plans are in place for the design of the report.
- The CJI Design and Artwork contract (which is part of a collaborative procurement exercise being taken forward by the DoJ on behalf of 7 different agencies) has been put back to enable tender evaluation training to take place. Training is planned for September. There is a DAC in place to expedite the production of the next four pieces of work.
- A business plan is required in respect of accommodation post April. There are three options on how best to prepare this: do it internally; with the help of another department (FSD); or with assistance from the private sector. FSD have indicated that they are unable to provide support. The landlord must be notified of the intention to serve notice or stay by October.

6.0 Media & Communications

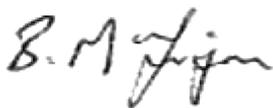
- MMcV has agreed a DAC with the previous provider to design the next four publications: Annual Report and Accounts; Business Plan; Court Orders and The Past.
- The Ash House and Hydebank Wood reports have been sent to the Minister for permission to publish.
- MMcV distributed copies of options for different formats for report design. The management team decided to hold any decision on changes to design until after decisions have been made in respect of the 5% budget cut. MMcV will continue using the current design until then.

7.0 Inspection Programme - ISO Clause 5.6.2 (c)

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

8.0 AOB

- There were no further points for discussion.



Brendan McGuigan

28 August 2013

Date

Next meeting – Wednesday 28 August 2013 at 10.00am
Inspector attending – Bill Priestley