

Management Team Meeting Outputs – 13 April 2016

Those present: Brendan McGuigan, Chief Inspector (BMcG)
James Corrigan, Deputy Chief Inspector (JC)
Meloney McVeigh, Business & Communications Manager (MMcV)
Stephen Dolan, Inspector (IC)
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)

- Actioned.

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.
- An easement of £61K had been advised to the Department through the Board Report process in January and February 2016.
- The budget for 2016-17 was confirmed on 24 February and the adjusted baseline will be £1,069K representing a cut of 3.5%.
- JJ, MMcV and JC attended a meeting with FSD on 11 April to discuss the CJI priorities and issues faced for the budget period 2017-18, 2018-19 and 2019-20.
- The current legal challenge is flagged as a financial pressure in 2016-17.
- The Annual Report and Accounts are being prepared.

4.0 Staff and resource requirements

- JC and MMcV discussed the staffing requirements with Sponsor Department at the oversight meeting on 7 April.
- The tender exercise for the procurement of one full-time Inspector and (if feasible) one part-time Inspector has been completed with the successful Tenderer identified.
- MMcV is working on the documents to be issued to staff in respect of the VES.
- One member of staff who is on long-term sick leave, is continuing to be managed by MMcV.

5.0 Business Manager Update

- The outstanding 2014 pay remit should be paid in this month's salary run.
- The Business Cases in respect of the 2015 pay remits are ready for submission.
- MMcV presented an update of the Corporate and Business Plan objectives at the oversight meeting with Sponsor Department. All the objectives have been achieved. A few targets were missed, but this was mainly due to changes in the business during the year.

6.0 Media & Communications

- The Anti-Social Behaviour report is with MMcV to be prepared for Ministerial submission.
- SD to check the final amendments to the Prisoner Recalls inspection report and pass to AM.

Action: SD


- The FSNi report is being prepared 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

- There were no further points for discussion.



Brendan McGuigan



Date

Next meeting – Wednesday 27 April 2016 at 10:00am
Inspector attending – Stephen Dolan