

## **Management Team Meeting Outputs – 26 June 2013**

**Present:** Brendan McGuigan, Chief Inspector (BMcG)  
Meloney McVeigh, Business & Communications Manager (MMcV)  
Rachel Lindsay, Inspector (RL)  
Joanne Jamison, FSD (JJ)  
Amanda Murray, Business and Communications Support Officer (AM)

**Apologies:** James Corrigan, Acting Deputy Chief Inspector (JC)  
Billy Irvine, FSD (BI)

### **1. Minutes**

Minutes of the previous meeting were agreed and signed by BMcG. AM to arrange upload to website.

### **2. Matters arising - ISO Clause 5.6.2 (e)**

- JJ provided an update on behalf of BI, and advised work and communication with the DoJ is still ongoing regarding accommodation costs.

**Action: BI**

### **3. Finance and Audit - ISO Clause 5.6.2 (a and d)**

#### ***Finance***

- JJ distributed reports showing expenditure to date and a budget report. Issues highlighted included:
  - resource funding is on target;
  - work has been returned by MMcV and BI regarding the June 2013 Monitoring Round;
  - pay remits are progressing with some queries now dealt with and others being progressed by MMcV and BI;
  - year end accounts are with the NIAO, Dept working to facilitate laying or word version next week; and
  - improvements in prompt payments with CJI now above the average NICS rate.

### **4. Staff and resource requirements**

- Competition for recruitment of a DCI is ongoing with interviews scheduled for 24 July. BMcG hopes to have the post permanently filled by September.

## 5. Business Manager Update

- Main point of interest surrounds the accommodation costs and progress towards preparing a business case for support on same.
- MMcV and JC to approach a representative from DfP to query advice and potential support. Information was provided and particular avenues are being progressed.
- Interest has been raised by another building tenant for use of CJI's 6<sup>th</sup> floor and advice is being sought from the DoJ and Landlord regarding potential options. The interested party require a response by 11 July.
- MMcV also confirmed John G is undertaking pre-planning for layout and technical issues should this matter be pursued.

## 6. Media & Communications

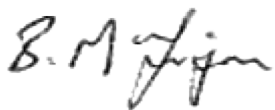
- No further contact since an initial enquiry from BBC Spotlight in relation to sex offender prevention orders.
- Public Disorder inspection report will go live Thursday for Friday.
- The Past inspection report will be ready to send to the Minister by Friday.
- Court orders, Ash House and HBM are all with the Communications team for proofing.
- FUR on sexual violence due for proofing shortly.

## 7. Inspection Programme - ISO Clause 5.6.2 (c)

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

## 8. AOB

- Nothing specific.



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**Brendan McGuigan**

10 July 2013

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**Date**

Next meeting – Wednesday 10 July 2013 at 10.00am  
Inspector attending – Stephen Dolan