

## Management Team Meeting Outputs – 24 April 2013

**Those present:** Brendan McGuigan, Chief Inspector (BMcG)  
James Corrigan, Acting Deputy Chief Inspector (JC)  
Meloney McVeigh, Business & Communications Manager (MMcV)  
Derek Williamson, Inspector (DW)  
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)

- BI is awaiting the average DoJ cost for accommodation and will bring this to the next MTM.  
**Action: BI**
- DW and JG met to discuss the CJI Document and Record Policy. JG advised there should be sufficient disk space to meet the retention policy providing all staff carried out regular house keeping audits on their archive email, H drive and G drive folders. The Policy has been sent to the Public Records office.

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

#### **Finance**

- MMcV distributed papers on behalf of BI which included the June monitoring template.

### 4.0 Staff and resource requirements

- The tender for the DCI recruitment process has been awarded to Grafton recruitment. The first meeting to move this forward will take place as soon as possible.

### 5.0 Business Manager Update

- Work is ongoing on the Annual Report.
- The CJI Risk Register was updated at the last general staff meeting and will be presented at the Audit Committee.
- Work was completed on the saving delivery plan with targets met and additional savings identified.
- The CJI pay remit is still with MMcV and BI for amendment. This has encountered delay due to year end account pressures and work is planned to complete this on 7 and 8 May.  
**Action: MMcV & BI.**
- JC received a reply from the DoJ Sponsor Division to his letter regarding the pay remit which has stated that the CJI pay remit will receive priority. The DoJ Sponsor

division has also agreed to a meeting with CJI to discuss the lessons learned from this process. JC will write to the DoJ Sponsor Division again on this matter.

**Action: JC.**

## **6.0 Media & Communications**

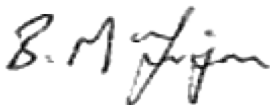
- PPS Corporate Governance press release has been circulated and the report will be laid Thursday 25 for publication Friday 26 April.
- PBNI Community Supervision draft press release completed with publication planned for w/c 2 May.
- PSNI Workforce Modernisation first design copy received with a few amendments to be made. Publication planned for w/c 6 May.
- PBNI Community Service follow-up review first design received with publication planned for w/c 13 May.
- Public Disorder publication planned for w/c 20 May. DW to advise MMcV of the position of this report following his meeting tomorrow.
- Article supplied to the Belfast Telegraph in relations to Fines.

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

The inspection programme was discussed with no issues to report.

## **8.0 AOB**

- Further to a recommendation from the internal audit, JC has produced a Fraud Risk Assessment document copies of which were distributed for discussion. The document was agreed by the SMT and will be presented to the Audit Committee at the June meeting.
- DW gave an overview on the JEGS briefing given today by DfP Business Consultancy Service. Completed job questionnaire forms have been requested by w/c 13 May. Once these have been assessed, interviews with staff will take place. Job descriptions are then produced which will be agreed and signed off by JC/BMcG. The job descriptions are then scored to ascertain the grade for each job.



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**Brendan McGuigan**

7 May 2013  
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**Date**

Next meeting – Tuesday 7 May 2013 at 10.00am  
Inspector attending – Tom McGonigle