

## Management Team Meeting Outputs – 30 July 2013

**Those present:** James Corrigan, Acting Deputy Chief Inspector (JC)  
Meloney McVeigh, Business & Communications Manager (MMcV)  
Stephen Dolan, Inspector (SD)  
Billy Irvine, FSD (BI)  
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)

None.

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

#### *Finance*

- BI distributed copies of finance reports showing the expenditure to date.
- The October monitoring round has been completed with funds re-allocated where necessary.
- BI advised that a further 5% cut has been requested.
- A meeting is arranged for tomorrow with FSD to discuss the Service Level Agreement.

#### *Audit*

- JC has received the letter from the Comptroller and Auditor General in respect of the Annual Report and Accounts.
- The date for the internal audit has yet to be confirmed.

### 4.0 Staff and resource requirements

- Interviews for the DCI recruitment took place 24 July. A successful candidate has been identified and Grafton has informed all candidates of the outcome.
- The ASO who requested a reduction in working hours has begun their new working pattern for a trial period of eight weeks. At the end of this time a decision will be made in respect of the permanency of this arrangement.
- MMcV has received confirmation that the NICS aligned staff pay remit has been approved and staff should receive this in their August salary. A letter from the Chief Executive will be sent to these staff confirming their pay points for 2012 & 2013.

### 5.0 Business Manager Update

- The move of all staff to the seventh floor will take place tomorrow with the lease ending on 12 August.
- The Departmental Solicitors are currently updating the lease to reflect the move.

## 6.0 Media & Communications

- Permission to publish the Court Orders report has been received from the Minister.
- The Ash House and Hydebank Wood reports are in the final stages of proofing before being sent to the Minister.
- The Cost and Impact of Dealing with the Past report will be published when the Assembly return from recess.
- MMcV is working on a DAC for designing reports.
- The Annual Report and Accounts has been laid and will be published within eight weeks from 5 July 2013.

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

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

## 8.0 AOB

- Bill Priestley has been working on a Protocol with HMIC. This will now be signed by the CI and DCI.



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**Brendan McGuigan**

13 August 2013

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**Date**

Next meeting – Wednesday 14 August 2013 at 10.00am  
Inspector attending – Bill Priestley