

## Management Team Meeting Outputs – 28 August 2013

**Those present:** Brendan McGuigan, Chief Inspector (BMcG)  
James Corrigan, Acting Deputy Chief Inspector (JC)  
Meloney McVeigh, Business & Communications Manager (MMcV)  
David MacAnulty, Inspector (DMacA)  
Linda Boal, PA (LB)

**Apologies:** Michael Rafferty, FSD (MR)

### 1.0 Minutes

Minutes of the previous meeting were agreed and signed by BMcG.

### 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*

- There were no changes to report since the last meeting.
- MMcV will ensure full and up to date finance information is provided to BMcG before his meeting with the DoJ Permanent Secretary on 5 September.
- The Account NI finance system will be down for maintenance from close on Wednesday 18 – until Monday 30 September. The last date for invoices to be with Account NI is 11 September and requisitions by 18 September.

### 4.0 Staff and resource requirements

- The pay remits for NIO Grade C aligned staff has been approved with payment expected in the September pay run.
- The SCS pay remit has a few small pieces required to finish it off but could be ready for payment in September.
- The pay remit for Inspectors is still outstanding and is being pursued by MMcV.
- NICS aligned staff received their uplift in the August pay, but not the arrears. Manual payment being pursued.
- JC will be officially confirmed as DCI on 29 August.
- The ASO will speak with MMcV about the long term plans regarding their working pattern before MMcV goes on annual leave.

### 5.0 Business Manager Update

- The first design of the Business Plan has been received and comments from the Department will be added by MMcV.
- The second design of the Annual Report and Accounts has been received and will be proofed by MMcV today.

- The DoJ led collaborative Design and Artwork competition went live with evaluation to take place in September. The new supplier should be known by October. A DAC is being used in the meantime.
- JC has spoken with BMcG regarding the preparation of a business case for accommodation. They have agreed to seek external support to prepare the business case.

## 6.0 Media & Communications

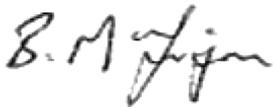
- Permission to publish the Court Orders report has been received and the first design is being proofed.
- The first design version of The Past has been received (waiting for permission to publish).
- MMcV will prepare two tenders for the design of eight reports/reviews which are likely to be published before end of October.

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

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

## 8.0 AOB

- JC asked if identity cards could be updated to show BMcG's signature on them as the Chief Inspector.



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**Brendan McGuigan**

11 September 2013

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**Date**

Next meeting – Wednesday 11 September 2013 at 2:00pm  
Inspector attending – David MacAnulty