

Management Team Meeting Outputs – 13 September 2017

Attendees: Brendan McGuigan, Chief Inspector (BMcG)
James Corrigan, Deputy Chief Inspector (JC)
Meloney McVeigh, Business & Communications Manager (MMcV)
David MacAnulty, Inspector (DMacA)
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 and the status of actions from previous management reviews in dealing with risks and opportunities - ISO Clause 9.3.2 (a)

- Effectiveness of the QMS. MMcV is currently addressing the two outstanding AFIs.

3.0 Finance and Audit - and information on the performance of external providers. ISO Clause 9.3.2 (c)

- JJ distributed papers outlining the resource funding position as at August 2017.
- The staff budget is showing as favourable, but a charge for VAT in respect of the six month secondment to CJI will be incurred.
- A Capital budget request has been submitted for £5K in relation to the move to Enterprise Shared Services.
- JJ will meet with JG to re-life assets prior to the move to ESS.
- A return has been submitted to FSD detailing the impact on the PfG Delivery Plan Actions and overall PfG outcomes as well as on the services provided by CJI using the potential scenarios of 4%, 8% and 12% reduction per annum for the periods 2018-19 and 2019-20.

4.0 Staff and resource requirements: requirements and the adequacy of resources ISO Clause 9.3.2 (d)

- Inspector secondment interviews took place on 6 & 7 September with a successful candidate identified. A start date of 2 October is planned.
- MMcV is working on the Business Case for the recruitment of a permanent Inspector. This may be subject to amendment as a budget reduction would impact on whether a full-time or part-time option is appropriate.

5.0 Business Manager Update including the effectiveness of actions taken to address risks and opportunities and opportunities for improvement ISO Clause 9.3.2 (e&f)

- MMcV has now received guidance tomorrow from Sponsor Department regarding publication of the CJI 2017-18 Business Plan. This will be published once the inspection programme is finalised.

6.0 Media & Communications including changes in external and internal issues that are relevant to the quality management system; customer feedback received since last meeting ISO Clause 9.3.2 (b)

- Permission to publish the Management Information, Starmer review and the Business Crime reports have been received with publication planned for September and

October.

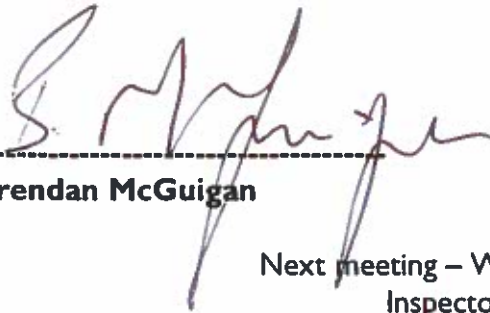
- The media message for the Management Information report has been agreed.

7.0 Inspection Programme - ISO Clause 9.1.3 (c)

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

8.0 AOB

- There were no further points for discussion.



Brendan McGuigan

27/9/17.

Date

Next meeting – Wednesday 27 September at 10:00am
Inspector attending – Ian Cameron