

Management Team Meeting Outputs – 28 February 2018

Attendees: Brendan McGuigan, Chief Inspector (BMcG)
Meloney McVeigh, Business & Communications Manager (MMcV)
Roisin Devlin, Inspector (RD)
Joanne Jamison, FSD (JJ)
Linda Boal, PA (LB)

Apologies: James Corrigan, Deputy Chief Inspector (JC)

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)

- None.

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

- JJ advised there were no significant changes since the last meeting.
- The budget will be closely scrutinised in the run up to year-end with the possibility of a further release of funds back to the Department.
- There has been no further update on the 2018-19 budget position and a 3% cut is still anticipated.

4.0 Effectiveness of the Quality Management System

- LB presented the report on audits carried out during the past month.
- There was an audit of process areas C2.4 Preventative Actions and C2.5 Corrective Actions. There were no non-conformances or areas for improvement identified.

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

- JC has issued letters to the Inspectors who are increasing their working hours and HR Connect have been informed.

6.0 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)

- Information has been shared in relation to the 2017-18 pay remit in respect of a roll forward of documentation. The pay remits can't be submitted until the NICS position is agreed as they seek to mirror that applied by the DoJ and NICS.
- MMcV has prepared a draft Business Case for the alignment of the bottom of the CJI Inspector's salary scale with the bottom of the NICS Grade 7 pay scale with effect from 1 August 2017
- MMcV is working on the drafts of the 2017-18 Annual Report and 2018-19 Business Plan.

7.0 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)**

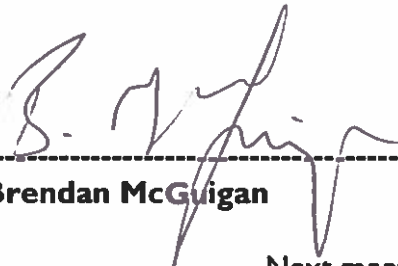
- The PPS Corporate Governance was published on 21 February and received print media coverage.
- The Resettlement and Juvenile Justice Centre reports will be progressed next.

8.0 Inspection Programme - ISO Clause 9.1.3 (c)

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

9.0 AOB

- The tender for website hosting and maintenance was posted on the DoJ ETenders site with responses due yesterday. An evaluation panel will be convened to evaluate and award the tender.



Brendan McGuigan

14/3/18
Date

Next meeting – Wednesday 14 March 2018 at 10:00am
Inspector attending – Roisin Devlin