

## Management Team Meeting Outputs – 30 January 2018

- Attendees:** Brendan McGuigan, Chief Inspector (BMcG)  
James Corrigan, Deputy Chief Inspector (JC)  
Tom McGonigle, Inspector (TMcG)  
Meloney McVeigh, Business & Communications Manager (MMcV)  
Linda Boal, PA (LB)
- Apologies:** Joanne Jamison, FSD (JJ)

### 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)

- Actioned.

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

- There were no significant matters to report since the last meeting.

### 4.0 Effectiveness of the QMS – monthly report by CEO

- JC presented the report prepared by LB.
- The report confirmed that SGS have certified CJI under the ISO 9001:2015 standard with 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 & MMcV met with Sponsor Department to discuss the internal solution to the Inspector vacancy.
- MMcV had prepared an addendum to the original Business Case to reflect the change.
- Advice is being sought from NICS HR to ensure the proposed changes are in order.
- JC advised that long term, there will be a continuous squeeze on resources.

### 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)

- MMcV has met with internal audit who will focus on the area of financial support during the audit.
- The Audit will look at both CJI and FSD over a period of five days.
- The internal audit report will be presented to the next CJI Audit and Risk Assurance Committee meeting in April.
- The CJI external audit will begin week commencing 30 April.
- JC advised that one of the Independent Members has indicated their intention to retire from the Audit and Risk Assurance Committee. JC will now take steps to recruit a replacement.

### 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)**

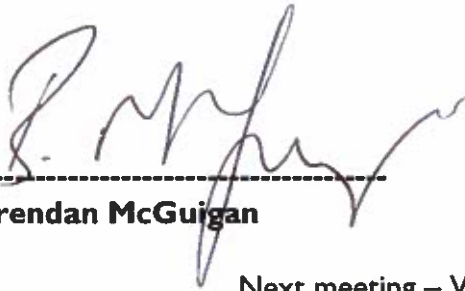
- The PPS Corporate Governance follow-up review is now with the DoJ and has been designed in preparation for publication in February.

**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.



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**Brendan McGuigan**

14/2/18  
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**Date**

Next meeting – Wednesday 14 February 2018 at 10:00am  
Inspector attending – Stephen Dolan