

## Management Team Meeting Outputs – 29 July 2015

**Those present:** Brendan McGuigan, Chief Inspector (BMcG)  
James Corrigan, Deputy Chief Inspector (JC)  
Meloney McVeigh, Business & Communications Manager (MMcV)  
David MacAnulty, Inspector (DMacA)  
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 - ISO Clause 5.6.2 (e)

- None.

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

- MMcV has contacted Richard Logan in FSD to ascertain who will provide cover during the absence of JJ. Michael Rafferty will be the point of contact for day-to-day enquiries and to provide information to the STM. Support for queries around the financial element of our pay remits will be handled by Louise McClean.
- A paper was provided for the SMT meeting outlining the up-to-date finance position and was presented by MMcV.

### 4.0 Staff and resource requirements

- A temporary Inspector was identified via the NICS temporary worker contract and began employment on Monday 27 July. This is for an initial period of 12 weeks and will be reviewed at the end of that period.
- A member of the Inspection team is progressing with a partial retirement working pattern.

### 5.0 Business Manager Update

#### CJI Pay Remits:

- MMcV has been in contact with Richard Logan, FSD in respect of the amendment to the figures for the business cases and this is being taken forward. All other queries have been dealt with by MMcV. The business cases will be resubmitted once the finance information has been received.

### 6.0 Media & Communications

- The CJI Annual Report and Accounts was published on 30 June 2015.
- The Adequacy of Courts Estate follow-up review was published on 1 July 2015.
- MMcV has drafted a plan for the next edition of the Spec for publication in

September.

- The Corporate and Business Plan has been drafted and shared with BMcG and JC for comment.
- The Adult Safeguarding report has been submitted to the Minister for permission to publish and sent for design.

#### **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 has received a business case from Bill Priestley, ISO Management Representative, in relation to a training course for the CJI internal auditors on the new ISO 9001:2015 standard. The SMT discussed the value of retaining the ISO 9001 Quality Management System and confirmed they wish to continue with the quality standard. The SMT agreed that training for the Auditors to inspect to the new standard was therefore mandatory and would be approved.



**Brendan McGuigan**



**Date**

Next meeting – Wednesday 12 August 2015 at 10:00am  
Inspector attending – David MacAnulty