

Management Team Meeting Outputs – 15 November 2017

Attendees: Brendan McGuigan, Chief Inspector (BMcG)
James Corrigan, Deputy Chief Inspector (JC)
Meloney McVeigh, Business & Communications Manager (MMcV)
Joanne Jamison, FSD (JJ)
Stephen Dolan, Inspector (SD)
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)

- QMS – DMacA and MMcV to meet tomorrow to discuss the HR process area.
- Social Media – MMcV is researching social media options and will speak with other bodies to learn from their experiences.

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

- JJ distributed papers showing the resource funding as at the October 2017 position.
- JJ, MMcV & JC to meet today to plan the budget through to year end.
- DoF have requested an update on the scenarios of a 4%, 8% and 12% budget reduction and the impact these would have on delivery plans and outcomes.

4.0 Effectiveness of the QMS

- LB advised that further work had been carried out on Audit 101, but a few areas are still outstanding due to work pressures on the Auditors.

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

- The Business Case for the recruitment of a permanent Inspector will be progressed following the budget discussion later today.
- MMcV will request an Oversight Meeting with Sponsor Department when the recruitment will be discussed prior to submitting the Business Case.

Action: MMcV

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)

- The CJI Corporate and Business Plan is with sponsor Department for consideration prior to submission for permission to publish. MMcV will contact Sponsor Department to ascertain the up to date position.

Action: MMcV

- MMcV and JJ met with the External Auditor today to begin planning for the external audit.

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)**

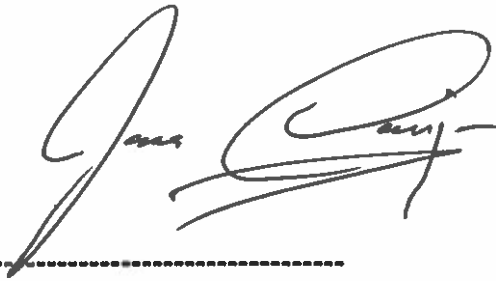
- The Hate Crime and Magilligan reports have been submitted for permission to publish.
- The Hate Crime report has been designed and being prepared for publication.

8.0 Inspection Programme - ISO Clause 9.1.3 (c)

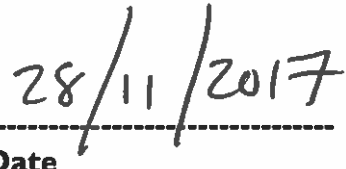
- The inspection programme was discussed with no major issues to address.

9.0 AOB

- BMcG and JC thanked John Gallagher and Linda Boal for all their work in relation to the transfer of IT systems to ESS which made the process seamless for the team.



Brendan McGuigan



Date

Next meeting – Tuesday 28 November at 10:00am
Inspector attending – Roisin Devlin