

Senior Management Team Meeting Outputs – 25 September 2019

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, CSO (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)

- Covered in the agenda.

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

- JJ advised that the scenario planning and horizon planning exercises have been submitted to Sponsor Department.
- JJ has prepared a breakdown of overtime rates for Inspectors who plan to work additional hours to cover forth coming inspection work.

4.0 Effectiveness of the Quality Management System

- In the past month there were three ISO audits carried out:
 - Follow-up Reviews;
 - Supplier Resource and Asset Management; and
 - Financial Management.
- The audits identified a few minor areas for improvement which are being actioned.
- MMcV has spoken with CPD regarding the tender exercise for the ISO Accreditation. Due to the low value of this tender, it is not required to go on Etenders and can be procured using the CJI tender process.
- MMcV will prepare the tender document with assistance from DMacA.
Action: MMcV

5.0 Staff and Resource

- One part time Inspector has indicated his intention to retire at the end of December.
- JC / MMcV have met to prepare the Business Cases and Tender exercise for Inspector recruitment. Three business cases are required: one to procure external assistance with the recruitment exercise, one to recruit an Inspector and another to review the Inspector salary scale.
Action: JC & MMcV
- Refresher training may be required for staff in the areas of tender evaluation and interview skills. Expiry dates of recent training in these areas to be checked.
Action: JC & 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)**

- MMcV advised that all pay remits are now with FSD.

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)**

A number of reports are being prepared for publication.

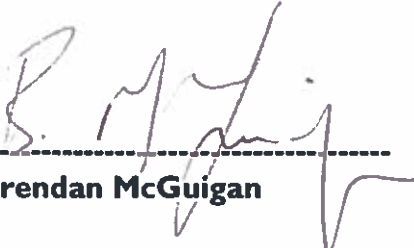
- Pre-Release Testing planned for 8 October.
- PPANI planned for 15 October, subject to permission to publish being received.
- OPONI/PSNI Disclosure is being prepared for submission to the Permanent Secretary for permission to publish. Publication is tentatively scheduled for week commencing 21 October.
- Safety of Prisoners is being prepared for submission to the Permanent Secretary.
- Base 2 will be progressed once all factual accuracy comments have been received.

8.0 Inspection Programme - ISO Clause 9.1.3 (c)

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

9.0 AOB

- There were no further points for discussion.



Brendan McGuigan

----- 16/10/19.
Date

Next meeting – Wednesday 16 October 2019 at 10:00am
Inspector attending – Stevie Wilson