

Management Team Meeting Outputs – 28 March 2018

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, 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)

- 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 to report since the last meeting.
- There was no bid submitted for a capital budget.
- Preparation of the year-end accounts are on target.
- JJ asked that all staff process their T&S claims as soon as possible and before year end.

4.0 Effectiveness of the QMS

- JC presented the monthly report compiled by LB.
- During the reporting period one audit had been carried out in respect of process areas Records Management and Documents Management.
- The audit confirmed there were no non-conformances or areas for improvement to address.
- An audit of the Financial Management process has been re-scheduled to take place following year end commitments.

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

- MMcV has received confirmation from Sponsor Department that they are content with the proposal to re-align the bottom of the Inspector's pay scale with that of the NICS Grade 7. This will be applied and monies due paid to the relevant Inspector's.
- BMcG asked if any information had been received following the cyber-attack on the NI Assembly email system. John Gallagher, CJI IT and Security Manager, joined the meeting at that point and undertook to investigate and advise of any potential impact on CJI.

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)

- Richard Logan has reviewed the first draft of the Annual Report and Account and MMcV has worked through his comments.

- The CJI Business Plan is now ready for submission. BMcG has drafted the CI Foreword for inclusion. The report will now be sent to Sponsor Department.

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)**

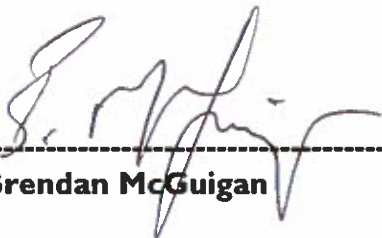
- The Resettlement and Juvenile Justice Centre reports will be progressed following factual accuracy checks.

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.



Brendan McGuigan

10/4/18

Date

Next meeting – Tuesday 10 April 2018 at 10:00am
Inspector attending – Roisin Devlin