

Management Team Meeting Outputs – 27 June 2018

Attendees: Brendan McGuigan, Chief Inspector (BMcG)
Meloney McVeigh, Business & Communications Manager (MMcV)
Joanne Jamison, FSD (JJ)
Stevie Wilson, Inspector (SW)
Linda Boal, PA (LB)

Apologies: James Corrigan, Deputy Chief Inspector (JC)

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 presented the papers based on the May 2018 position which showed no significant change since the previous meeting.
- Further information was submitted to FSD on 21 June advising of the steps CJI have taken to date to reduce costs.

4.0 Effectiveness of the QMS

- LB presented the monthly QMS Performance Report.
- During this reporting period one audit was carried out in respect of the Develop Corporate & Business Plans and the Conduct Management & Business Performance Review areas.
- The processes are working well and there were no non-conformances or areas for improvement identified in the audit.

5.0 Staff & Resource requirements

- MMcV advised that JC had met with Sponsor Department regarding the JEGS exercise and a response is expected soon.

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 Annual Report and Accounts was approved by the Comptroller and Auditor General on 19 June. The Permanent Secretary has given his approval for the Report to be laid in the Assembly. Report proofs will be sent to the NIAO by 28 June and then a small number printed.
- MMcV has completed the narrative section of the pay remits and JJ will now complete the finance section.

Action: JJ.

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)**

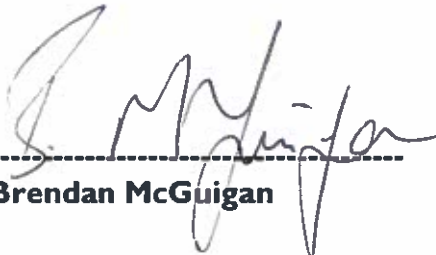
- The Juvenile Justice Centre report was published 20 June with substantial media coverage.
- The Annual Report and Accounts will be laid in the Assembly and published week commencing 2 July 2018.

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 matters for discussion.



Handwritten signature of Brendan McGuigan in black ink, written over a horizontal dashed line.

Brendan McGuigan

18/7/18
Date

Next meeting – Wednesday 18 July 2018 at 10:00am
Inspector attending – Stevie Wilson