

Senior Management Team Meeting Outputs – 27 November 2019

Attendees: Brendan McGuigan, Chief Inspector (BMcG)
Jacqui Durkin (JD)
James Corrigan, Deputy Chief Inspector (JC)
Meloney McVeigh, Business & Communications Manager (MMcV)
Stevie Wilson, Inspector (SW)
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)

- There are no significant changes to report since the first meeting of the month.
- JJ advised that the information gathering exercises have been submitted.
- A capital bid of £7K has been submitted for the January monitoring round when a £20K easement will also be advised.

4.0 Effectiveness of the Quality Management System

In the past month there were two ISO audits carried out:

- Management of the Quality Management System; and
- Develop the Corporate and Business Plan and Conduct Management and Performance Review.
- The audits identified three areas for improvement which are being actioned.

MMcV is preparing the tender to procure a certifying body to provide ISO Accreditation with assistance from DMacA.

5.0 Staff and Resource

- The business case in relation to the Inspector salary scale is with the DoJ and will then go to the Permanent Secretary for approval.
- JC / MMcV will now proceed with the tender to appoint a Recruitment Consultant to assist with the Inspector recruitment exercise.

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)

- The CJI pay remits for August 2018 have been paid in the November salary run.
- MMcV and JC attended the oversight meeting with Sponsor Department on 18 November with no issues to report.

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 Safety of Prisoners report was published 20 November with media coverage.
- The Base 2 inspection report will be published after the general election due to purdah restrictions.

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.



Jacqui Durkin
Chief Inspector

19.12.19

Date

Next meeting – Wednesday 18 December 2019 at 10:00am
Inspector attending – Rachel Lindsay