

Management Team Meeting Outputs – 30 May 2018

Attendees: Brendan McGuigan, Chief Inspector (BMcG)
James Corrigan, Deputy Chief Inspector (JC)
Meloney McVeigh, Business & Communications Manager (MMcV)
Ian Cameron, Inspector (IC)
Linda Boal, PA (LB)

Apologies: Joanne Jamison, FSD (JJ)

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)

- MMcV advised that there were no matters to report since the last meeting.
- The Annual Report and Accounts are progressing with feedback received from external audit. A further external review is due to be received today.

4.0 Effectiveness of the QMS

- JC presented the monthly reported produced by LB.
- Two ISO Audits were carried out in this reporting period:
 - 1.0 Inspection programme Development & 5.0 Customer Feedback which reported no Non-Conformances or Areas for Improvement; and
 - S3.0 Supplier, Resource and Asset Management which reported two Areas for Improvement. The AFIs are being taken forward by the Process Owner.

5.0 Staff and Resources

- The JEGS proposal is currently with DfP for response. JC to follow-up.
Action: JC
- JC will review the allocation of temporary additional hours to the part-time Inspectors.
Action: JC

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 2018-19 Business Plan was published week commencing 21 May 2018.
- The CJI pay remits are now being progressed.

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 Resettlement inspection report is due for publication 31 May 2018. The report

has been laid in the Assembly and distributed under embargo to the Press.

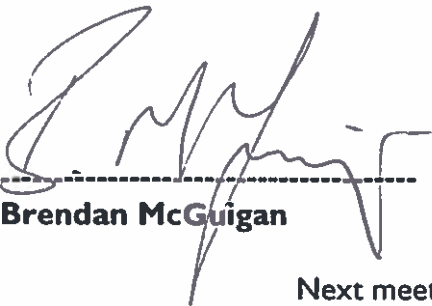
- The Juvenile Justice Centre report is being designed and proofed in preparation for publication in June.
- The Annual Report and Accounts is being progressed for publication in July.

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

13/6/18

Date

Next meeting – Wednesday 13 June 2018 at 10:00am
Inspector attending – Rachel Lindsay