

Senior Management Team Meeting Outputs – 16 October 2019

Attendees: Brendan McGuigan, Chief Inspector (BMcG)
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)

- 4.0 MMcV met with DMacA regarding the ISO tender exercise. Because this is under £5K it does not have to go through ETenders. MMcV will take forward with DMacA
Action: MMcV & DMacA
- 5.0 JC and MMcV working on the recruitment business cases and tender.

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

- JJ distributed the papers based on the September 2019 position.
- The budget shows staff spend unfavourable £21K which is related to the increase in employer pension contributions. The non-staff budget shows favourable £4K year to date.
- JJ is still awaiting a response from the Department in relation to the additional pension pressure following the increase on 1 April 2019.
- No feedback has been received in relation to the information gathering exercises.

4.0 Staff and Resource

- MMcV and JC are working on the business cases and tender for Inspector recruitment.
Action: MMcV & JC

5.0 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)

- All CJI pay remits have been approved and expected to be paid in the November salary.
- The mid-year Sponsorship Statement has been sent to Sponsor Department.
- The next Oversight meeting is scheduled for 18 November 2019.

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 Pre-Release Testing report was published on 8 October.
- The PPANI report is planned for publication week commencing 21 October 2019.
- The Safety of Prisoners report has been submitted for permission to publish and sent

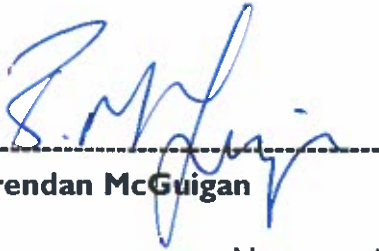
for design.

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

13/11/19.

Date

Next meeting – Wednesday 30 October 2019 at 10:00am
Inspector attending – David MacAnulty