

Management Team Meeting Outputs – 29 November 2018

Attendees: Brendan McGuigan, Chief Inspector (BMcG)
James Corrigan, Deputy Chief Inspector (JC)
Meloney McVeigh, Business & Communications Manager (MMcV)
David MacAnulty, Inspector (DMacA)
Linda Boal, CSO (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)

- No points for discussion.

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

- There were no significant changes to report since the last meeting.
- JJ, JC and MMcV met to discuss the current budget position and the need for CJI to clarify anticipated expenditure until the end of the financial year.

4.0 Effectiveness of the QMS

- JC presented the monthly report prepared by LB.
- During this reporting period one audit has been carried out in respect of the management of the Quality Management System. Two areas for improvement were identified which have been actioned.
- End of year audits are underway in preparation for the accreditation visit in January.
- The audit of the Full Inspection process is ongoing and JC will deputise during the Process Owner's absence.
- DMacA will email all staff with actions identified in the gap analysis.
- JC asked that all staff ensure their processes are in order by the end of December.
Action: All staff

5.0 Staff & Resource requirements

- JC has met with a member of staff on sick leave and will manage their return to work.
- JC advised that overtime is available to staff working additional hours and should be discussed and agreed with him in advance.

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 2017 pay remits have all been agreed. There was an issue with the processing of payment from HR Connect, but should now issue in December.
- MMcV is reviewing the CJI Section 75 policy.

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)**

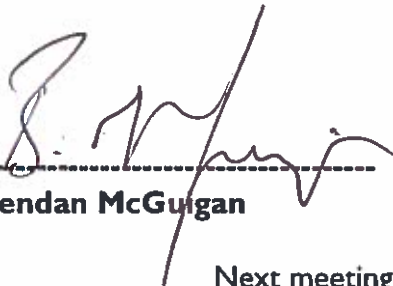
- The Maghaberry prison inspection report was published on 27 November with good media coverage.
- BMcG expressed his thanks and appreciation for the coverage including the pod-cast and additional work on the CJI website coverage.

8.0 Inspection Programme - ISO Clause 9.1.3 (c)

- The inspection programme was discussed with no major issues to address.

9.0 AOB

- BMcG advised he has offered support to the Prison Inspectorate in the RoI on a specific piece of work.



Brendan McGuigan

12/12/18

Date

Next meeting – Wednesday 12 December 2018 at 10:00am
Inspector attending – Stevie Wilson