

Management Team Meeting Outputs – 26 September 2018

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

- 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 September 2018 position which showed little change since the previous meeting.
- There has been no response as yet to the 2018-19 October monitoring round return.
- JJ is preparing the six month accounts.

4.0 Update on the CJI ISO Quality Management System

- JC presented the monthly report prepared by LB.
- During this reporting period one audit had been carried out in relation to the Financial Management process. There were no non-conformances and two Areas for Improvement identified in the audit. The AFIs are currently being addressed.
- Work is now underway to prepare for the January accreditation visit.

5.0 Staff & Resource requirements

- Two of the four pay remits have been approved for payment. There is a query on the NICS pay remit which will be addressed by MMcV. The Inspector's pay remit is still with FSD and MMcV will check its progress.
Action: MMcV
- JC advised there is likely to be changes in the Inspector pool next year. He will begin the process of recruiting a full time Inspector once the situation becomes clear.
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 EO1 recruitment exercise has now been successfully completed.
- MMcV has written to a previous member of staff seeking to recoup an overpayment made via HR Connect.
Action: MMcV

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 Equality and Diversity inspection report will be published 27 September with media bids already scheduled.
- The Maghaberry inspection report has been submitted for permission to publish.
- The Sexual Violence is being prepared for ministerial submission.

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

10/10/18

Date

Next meeting – Wednesday 10 October 2018 at 10:00am
Inspector attending – David MacAnulty