

## Management Team Meeting Outputs – 27 September 2017

**Attendees:** Brendan McGuigan, Chief Inspector (BMcG)  
Meloney McVeigh, Business & Communications Manager (MMcV)  
Ian Cameron, Inspector (IC)  
Joanne Jamison, FSD (JJ)  
Linda Boal, PA (LB)

**Apologies:** James Corrigan, Deputy Chief Inspector (JC)

### 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 distributed papers outlining the resource funding position as at August 2017. There were no significant changes since the last report.
- A capital budget request has been submitted for £5K in relation to the move to Enterprise Shared Services and the outcome is still outstanding.
- JJ confirmed the move to ESS is on target and JG is keeping her informed of ongoing expenses.

### 4.0 Effectiveness of the QMS

- LB reported that one audit had been carried out in the reporting period; S2.0 Financial Management. There was one Area for Improvement relating to the SLA with FSD. The Process Owner is currently addressing this issue.
- A full audit of all areas is currently in progress.

### 5.0 Staff and resource requirements: requirements and the adequacy of resources ISO Clause 9.3.2 (d)

- The Inspector secondment will now commence on 30 October for a period of six months.
- The JEGS interview has taken place with initial feedback received.
- The 2016 pay remit for the Inspectors will be paid in the September payroll with the SCS due for payment in October. MMcV is following up on the pay remit for NICS aligned staff.
- MMcV is working on the Business Case for the recruitment of a permanent Inspector. It is envisaged that the timing of this will allow for a letter of offer to be issued before the end of the financial year.
- Two collaborative procurement contracts in respect of paper shredding and art work which CJI avail of are being extended.

### 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)

- MMcV is preparing the CJI 2017-18 Business Plan for publication on the website.

**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)**

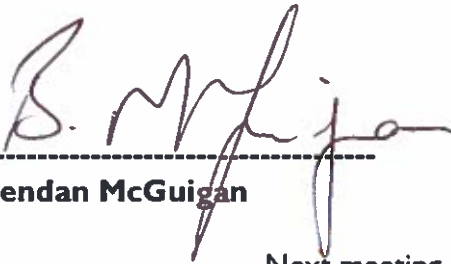
- MMcV has provided comment to The Detail in respect of the safety of prisoners.
- The Made to Measure report was published.
- Publication of the Starmer Review report is planned for week commencing 9 October and the Business Crime report planned for week commencing 16 October.
- The Hate Crime and Magilligan reports are planned for publication in November.

**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**

**Date** 11/10/17

Next meeting – Wednesday 11 October at 10:00am  
Inspector attending – Stephen Dolan