

Senior Management Team Meeting Outputs – 24 July 2019

Attendees: Brendan McGuigan, Chief Inspector (BMcG)
James Corrigan, Deputy Chief Inspector (JC)
Meloney McVeigh, Business & Communications Manager (MMcV)
Stevie Wilson, Inspector (SW)
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)

- 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 significant changes to report since the last meeting.
- JJ is working through the information gathering exercise for 2020-21 - 2022-23.

4.0 Effectiveness of the Quality Management System

- JC presented the report prepared by LB. There have been five internal audits carried out since the last report in the following areas:
 - C2.2 Record and Document Management and Control
 - SI.0 Manage HR
 - S4.0 Manage ICT
 - 3.0 Full Inspections
 - I.0 Inspection Programme & Customer Feedback.
- The audits detected no non-conformances and a number of areas for improvements are being addressed.
- JC reminded the BCM that two Areas for Improvement from previous audits are still outstanding.
Action: BCM.

5.0 Staff and Resource

- The recruitment process for the next CJI Chief Inspector has commenced. The salary and pension contributions have increased, which will place a pressure on the CJI budget. JC will write to Sponsor Department regarding this.
Action: JC.
- The CJI Inspector recruitment will depend on the final outcome of the JEGS exercise and DSO advice.
- JC has written to the part-time Inspectors to offer a permanent increase in working hours. Responses are due at the end of this week.

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 Annual Report and Accounts were laid in the NI Assembly on 5 July. MMcV expressed thanks to LB for assisting with publication.
 - MMcV is working on financial returns with JJ.
 - The Delegated Limits Review has been received and MMcV will respond to Sponsor Department with CJI comments.
- 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 Domestic Violence and Abuse report was published on 19 June 2019, with excellent media coverage.
- Permission to publish the PCSP report has been received and the report is being designed for publication in August.
- The PPANI report is being prepared for submission to the Permanent Secretary.

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

27/8/19

Date

Next meeting – Tuesday 13 August 2019 at 10:00am
Inspector attending – Tom McGonigle