

Management Team Meeting Outputs – 13 December 2017

Attendees: Brendan McGuigan, Chief Inspector (BMcG)
James Corrigan, Deputy Chief Inspector (JC)
Meloney McVeigh, Business & Communications Manager (MMcV)
Joanne Jamison, FSD (JJ)
Ian Cameron, Inspector (IC)
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)

- Actioned.

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

- JJ distributed papers showing the up to date finance position as at November 2017.
- Staff spend currently shows a favourable budget which will be used by year end.
- Depreciation was increased to £25K and a capital budget of £5K has been confirmed.
- JJ flagged a potential risk in relation to unused annual leave which could impact on the budget. JC confirmed he was aware of this which was mainly due to work pressures on the inspection team.
- JJ submitted the January monitoring return. Close scrutiny of the budget will continue with the Department being advised of any easement or pressures.
- JJ has also submitted the 2018-21 information gathering exercise to FSD showing the impact of the potential scenarios of 4%, 8% and 12% budget cut.

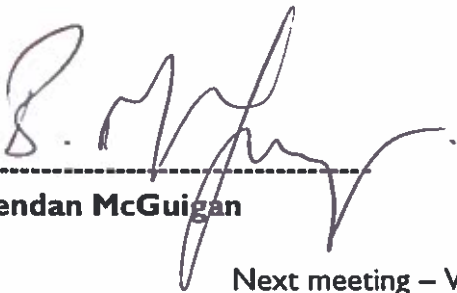
4.0 Effectiveness of the QMS

- JC presented the report compiled by LB. Further work has been carried out in respect of the audit of the whole quality management system. A few areas are still outstanding but will be complete by end of December. All AFIs and non-conformances raised have been actioned.
- JC will present the Annual Review of the QMS at the December general staff meeting.

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

- The Business Case for the recruitment of a permanent Inspector has now been shared with Sponsor Department. While the preference is for a full-time Inspector, this will depend on the budget.
- The SMT agreed that secondment was not a cost effective option and limits resourcing options.
- Work is also ongoing to align the CJI Inspector pay scale to the bottom of the NICS G7 pay scale.

- 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 Corporate and Business Plans have been approved for publication and will be published on the website later today.
- 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 Hate Crime and Magilligan reports have been published with good broadcast and paper media 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**
- There were no further points for discussion.



Brendan McGuigan

17/1/18.

Date

Next meeting – Wednesday 17 January 2018 at 10:00am
Inspector attending – Roisin Devlin