

## Management Team Meeting Outputs – 25 April 2018

**Attendees:** Brendan McGuigan, Chief Inspector (BMcG)  
James Corrigan, Deputy Chief Inspector (JC)  
Meloney McVeigh, Business & Communications Manager (MMcV)  
Joanne Jamison, FSD (JJ)  
Roisin Devlin Inspector (RD)  
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 December monitoring profile.
- The budget profile shows an underspend of £17K representing 1.63% of the CJI total budget. This is broken down as £14K for employee benefits accrual and £3K for design and printing.
- The 2018-19 budget allocation has been confirmed as £1,053K.
- JJ is preparing an information gathering exercise commissioned by DoF in relation to budget pressures / easements for 2019-20 and 2020-21. The return is due by 1 May 2018.

### 4.0 Effectiveness of the Quality Management System

- JC presented the monthly report prepared by LB.
- During this reporting period two audits were carried out in the areas of Full Inspections and Management of HR.
- A number of non-conformances were raised in the area of Full Inspections. These have now been actioned and JC has addressed them with staff who have been reminded to follow the documented process.
- The area of Management of HR was satisfactory, with no issues to report.

### 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)

- The Business Plan is now with Sponsor Department for comment.
- Work continues on the Annual Report and Accounts.

### 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)

- The Resettlement and Juvenile Justice Centre reports are being prepared for Ministerial submission.

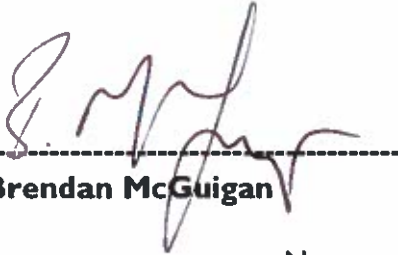
- The Annual Report and Account is being progressed.

**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.



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**Brendan McGuigan**

16/5/18  
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**Date**

Next meeting – Wednesday 16 May 2018 at 10:00am  
Inspector attending – Ian Cameron