

Management Team Meeting Outputs – 10 April 2019

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

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)**

- 3.0 Actioned.
- 4.0 LB actioned. BCM ongoing.

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

- JJ distributed the papers showing spend against budget favourable year to date £6K and non-staff unfavourable £6K with an overall net underspend of £646.
- The non-cash resource is on target with budget.
- The 2019-20 budget is confirmed as £1,060 which includes £7K to fund salary pressures.
- FSD have confirmed that separate bids will be considerate for Pension pressures therefore CJI will not be required to absorb these from the current allocation.

4.0 Staff and Resource

- JC advised that the JEGS interview with a group of Inspectors has taken place. There were a few slight amends which will be submitted to the assessor by the end of this week.

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 team reviewed the updated format of the CJI Risk Register which had been distributed by MMcV in advance of the meeting.
- The SMT agreed to adopt the new format going forward.

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)**

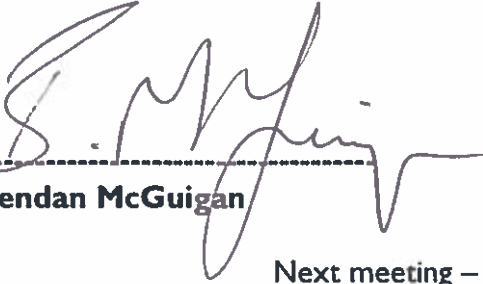
- The Voluntary and Community Sector (Third Sector) report is with the Permanent Secretary and permission to publish is still outstanding.
- The Youth Conferencing follow-up review has been designed, the press release drafted and is being prepared for publication in April.

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

30/4/19
Date

Next meeting – Tuesday 30 April 2019 at 10:00am
Inspector attending – Roisin Devlin