

## Management Team Meeting Outputs – 25 October 2017

- Attendees:** Brendan McGuigan, Chief Inspector (BMcG)  
James Corrigan, Deputy Chief Inspector (JC)  
Meloney McVeigh, Business & Communications Manager (MMcV)  
Roisin Devlin, Inspector (RD)  
Linda Boal, PA (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)

- There were no significant changes to report since the last meeting.
- JJ is working on the draft six months accounts for presentation to the Audit & Risk Assurance Committee 26 October.

### 4.0 Effectiveness of the QMS

JC presented the Monthly QMS Performance Report which was prepared by LB. In this reporting period the audit of the whole QMS was scheduled to take place in preparation for the accreditation visit in early January.

- Due to work pressures on the ISO Auditors and Process Owners, the audit was not yet complete with several areas scheduled for audit over November and December.
- Process Area SI.0 Manage ICT will be audited following the transfer to Enterprise Shared Services.
- From the areas which had been audited, four areas for improvement had been identified and actioned.
- LB raised concerns that this could have an impact on the readiness of the QMS for the accreditation visit.
- MMcV offered to assist with the HR Process Area and will speak to DMacA to arrange this.

**Action: MMcV & DMacA**

- BMcG asked for an updated position to be brought to the next SMT.

**Action: LB**

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

- The Inspector secondment will commence on 30 October for a period of six months. All the necessary paperwork has now been completed.
- All the 2016 pay remits have been approved for payment with the SCS case being paid in October and the NICS aligned staff due for payment in November.

- MMcV is working on the Business Case for the recruitment of a permanent Inspector.

**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 2017-18 Business Plan was discussed at the staff meeting. The text will be slightly amended to reflect OBA and CJI's contribution to the PfG.
- MMcV will undertake research on a social media presence for CJI and produce a document for discussion.

**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)**

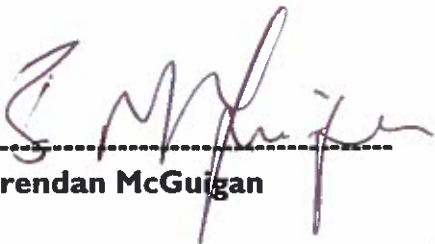
- The Business Crime report was published on 18 October with limited media coverage.
- The Hate Crime and Magilligan reports are planned for publication in late November / early December.

**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**

15/11/17  
-----  
**Date**

Next meeting – Tuesday 14 November at 10:00am  
Inspector attending – Roisin Devlin