

## Management Team Meeting Outputs – 9 August 2017

**Attendees:** James Corrigan, Deputy Chief Inspector (JC)  
Meloney McVeigh, Business & Communications Manager (MMcV)  
Stevie Wilson, Inspector (SW)  
Linda Boal, PA (LB)

**Apologies** Brendan McGuigan, Chief Inspector (BMcG)  
Joanne Jamison, FSD (JJ)

### 1.0 Minutes

- Minutes of the previous meeting were agreed and signed by JC.

### 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)

- There were no matters arising.

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

- JJ provided papers outlining the resource funding position as at June 2017 which were presented by MMcV. There were no major changes since the last report.
- The 2017-18 profiling exercise against budget has been submitted to FSD.
- An exercise has been completed and submitted to FSD advising of pressures on the budget for the 2018-19 and 2019-20 years.

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

- Applications have been received in respect of the Inspector secondment opportunity. A total of 15 applications were received with seven shortlisted for interview. Interviews will take place on 6 & 7 September with a proposed start date of 1 October.
- MMcV is working on the business case for the recruitment of a permanent Inspector and this will be followed by a tender exercise to select a recruitment agency.
- The JEGS process for a member of staff is ongoing.

### 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)

- MMcV is in contact with Sponsor Department, who have sought legal advice regarding publication of the 2017-18 Business Plan.
- All the CJI pay remits are with DoF for processing.
- MMcV has completed a return in relation to the new Economic Impact Assessment of Law Enforcement directive (Data Protection Directive).

### 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 DARD report was published with good media coverage.
- The Starmer review and the Business Crime report have been submitted to the Permanent Secretary requesting permission to publish.

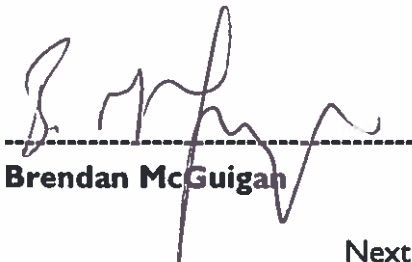
- Permission to publish the Management Information report has been received with publication planned for September.
- Publication of the Maghaberry report is planned for late August.
- The mutual recognition of penalty points between Northern Ireland and the Republic of Ireland as recommended in the CJI Driving Change report was announced with media comment from CJI.

**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**

22/8/17  
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**Date**

Next meeting – Tuesday 22 August at 2:00pm  
Inspector attending – Rachel Lindsay