

Management Team Meeting Outputs – 11 May 2017

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

Effectiveness of the QMS

- **090/02** – Asset disposal: MMV and JJ to meet to discuss process and develop process map post completion of year-end accounts.
Action: BCM & JJ.
- **090/03** – Roles & Responsibilities of the Supplier, Resource and Asset Management process. JC and JJ to meet to discuss process and develop process map & formally document FSD involvement post completion of year-end accounts.
Action: DCI & JJ.

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

- MMcV spoke to the finance papers provided by JJ.
- The CJI indicative budget for 2017-18 is: staff £67K; non-staff £12K; Depreciation £1K and Capital budget nil. This represents a 1.5% cut.
- Any pressures are to be managed by CJI as there should be no expectation of additional funding through the in-year monitoring process.
- The 2017-18 profiling exercise against budget has been commissioned and due to sponsor Department on 22 May. JJ and MMcV will prepare this.
Action: JJ & MMcV

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

- CAL web-based e-learning is now available to all staff via their desk top. Mandatory training courses have been identified and completion is underway.
- A full-time member of the Inspection Team has tendered their resignation with effect from 22 May 2017.
- BMcG and JC to meet with DoJ to discuss staffing options, including re-organisation of business support functions.
Action: JC & BMcG
- IC confirmed that the Inspection Team's preferred option is for one full time Inspector to be recruited to replace the outgoing full-time Inspector.
- MMcV is still awaiting legal advice from the Departmental Solicitors Office in relation to the pay remit business cases.

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 audit fieldwork took place from 2 – 4 May with any further queries being addressed by email.
- The updated Annual Report has been sent to the Auditors. The final draft will be distributed to the members of the CJI Audit and Risk Committee prior to the June meeting and then on to the Comptroller and Auditor General.

Action: MMcV

- Approval has been received for the ESS Business Case and the IT & Security Manager will take this forward.

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 DARD and Cyber Crime inspection reports are ready for Ministerial submission with the press releases drafted.
- BMcG asked that guidance be sought from Sponsor Department regarding publication of CJI reports in the absence of a Justice Minister.

Action: MMcV

- MMcV will meet with Bill Priestley to take forward the Hate Crime report.
- The publication of recent news items on the refreshed CJI website has been welcomed.

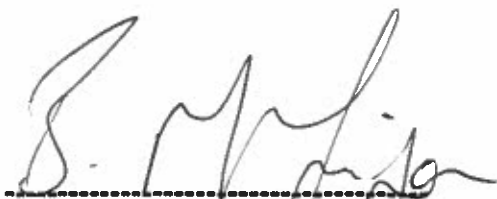
8.0 Inspection Programme - ISO Clause 9.1.3 (c)

- The inspection programme was discussed with no major issues to address.
- Information gathered by JC and IC in relation to Problem Solving courts has been shared with the team to inform future inspections.

9.0 AOB

- The report and invoice in relation to the Corporate Planning day is still outstanding. JC will follow up on this.

Action: JC



Brendan McGuigan

24/5/17
Date

Next meeting – Wednesday 24 May 2017 at 10:00am
Inspector attending – Roisin Devlin