

Management Team Meeting Outputs – 17 January 2018

Attendees: Brendan McGuigan, Chief Inspector (BMcG)
Meloney McVeigh, Business & Communications Manager (MMcV)
Joanne Jamison, FSD (JJ)
Linda Boal, PA (LB)

Apologies: James Corrigan, Deputy Chief Inspector (JC)
Roisin Devlin, Inspector (RD)

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 distributed papers showing the up to date finance position as at December 2017.
- The January monitoring return was submitted to the Department forecasting that CJI would live within their 2017-18 budget allocation.
- Work is ongoing regarding the 2018-20 proposed scenario planning with cuts of 2.8 - 3% for 2018-19 and 5 – 8% for 2019-20.
- JJ is providing feedback to FSD / DoF regarding the transformation fund and the use of VES.
- Following discussions between JC and BMcG, JC will prepare to a note to Sponsor Department to accompany the scenario planning return which will be signed by the DCI.

Action: JC

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

- JC is working on an internal solution to the Inspector post vacancy. MMcV will meet with sponsor branch to discuss and seek assistance.

Action: MMcV

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 met with internal audit yesterday to plan for the forthcoming audit.
- The CJI external audit will begin week commencing 30 April.
- MMcV attend the Law Enforcement Directive (LED) Workshop regarding processing, sharing and controlling information.

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)

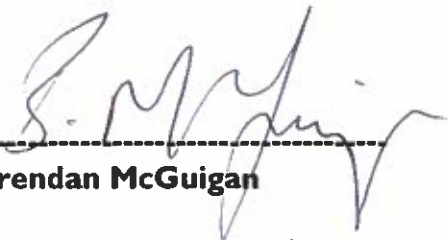
- The PPS Corporate Governance follow-up review is being prepared for publication.

7.0 Inspection Programme - ISO Clause 9.1.3 (c)

- The inspection programme was discussed with no major issues to address.

8.0 AOB

- BMcG congratulated former CJI Inspector Bill Priestley on receiving an OBE in the New Year Honours.
- BMcG extended his thanks and congratulations to all CJI staff on retaining the ISO:9001 accreditation and attaining the transition to the new 2015 standard. He thanked the internal auditors for their hard work and effort in making this happen. The surveillance and transition audit carried out by the external verifier SGS, showed only two minor observations, with no non-conformances or areas for improvement to report.



Brendan McGuigan

30/1/18.

Date

Next meeting – Tuesday 30 January 2018 at 10:00am
Inspector attending – Roisin Devlin