

Management Team Meeting Outputs – 30 January 2019

Attendees: Brendan McGuigan, Chief Inspector (BMcG)
James Corrigan, Deputy Chief Inspector (JC)
Meloney McVeigh, Business & Communications Manager (MMcV)
Stephen Dolan, Inspector (SD)
Linda Boal, CSO (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)

- All ongoing.

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

- MMcV reported there were no significant changes since the last meeting.
- JC, MMcV and JJ will meet later today to review the current position and plan for year-end.

4.0 Effectiveness of the Quality Management System

- JC presented the report compiled by LB.
- The third surveillance audit was carried out by SGS on 10 January when CJI successfully retained accreditation for the quality management system. The report found no non-conformances or areas for improvement, with just two minor observations.
- No internal audits had been carried out during the reporting period. Two AFIs are outstanding from previous audits and work is continuing to address these.

5.0 Staff & Resource requirements

- JC is still awaiting a response from Sponsor Department and DoF regarding the cost of provision of an alternative provider to carry out the Inspector JEGS evaluation.

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)

- Both the NICS and Inspector's 2017 pay remit payments were made in the January salary.
- MMcV has now received the FREM guidance and NDPB green accounts template and is reviewing these in preparation for the CJI Annual Report and Accounts. A meeting is being arranged with the new external auditor to establish the timeframe for the audit process and accounts publication.
- Internal audit have shared the Terms of Reference for the corporate governance and GDPR audit which will take place week commencing 25 February.
- BMcG asked about the timeframe for the CJI Business Plan and MMcV confirmed she is currently working on it.

- Consultation meetings with stakeholders will be organised for early March, once a draft Inspection Programme is available.

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)**

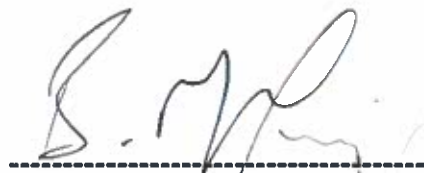
- MMcV is preparing the VCS, PPANI and PCSP reports for submission to the Permanent Secretary.

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

12/2/19

Date

Next meeting – Tuesday 12 February 2019 at 10:00am
Inspector attending – Rachel Lindsay