

## Senior Management Team Meeting Outputs – 12 June 2019

**Attendees:** Brendan McGuigan, Chief Inspector (BMcG)  
James Corrigan, Deputy Chief Inspector (JC)  
Meloney McVeigh, Business & Communications Manager (MMcV)  
Stevie Wilson, Inspector (SW)  
Joanne Jamison, FSD (JJ)  
Linda Boal, CSO (LB)

### 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 the papers based on the May 2019 position.
- The budget shows staff spend unfavourable £11K and non-staff favourable £5K year to date.
- CJI have submitted a bid to the Department to fund the additional Pension pressure following the increases from 1 April to the rates applied in relation to Employers Pension contributions.
- JJ will re-profile to reflect these changes.
- JJ asked if she could pay the HMIP invoice which had been accrued and the SMT agreed to proceed.
- MMcV will contact HMIP for the invoice.

**Action: MMcV & JJ**

### 4.0 Staff and Resource

- JC advised there were no further developments in relation to the JEGS exercise for the Inspector role. He will now contact DSO for legal advice.
- JJ will begin work on the finance section of the CJI pay remits following the pay award to NICS being implemented. MMcV will then complete the narrative section of the pay remits. The SMT agreed this should be progressed as soon as possible.

**Action: JJ & 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)

- The 2019-20 Business Plan was published on 4 June 2019.
- The CJI Annual Report and Accounts were approved by the Audit and Risk Assurance Committee meeting on 6 June. The pension information is still outstanding and due to be with MMcV by end of week commencing 17 June which will result in extremely tight deadlines for publication of the report. This will then be incorporated into the report for publication.
- MMcV has sent the report for design to help speed up the publication process.

**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)**

- Preparation for publication of the Domestic Violence and Abuse, report is underway. The press release has been shared with partner organisations with feedback due this week. A meeting with stakeholders will take place 12 June and initial contact has been made with media contacts.
- The PCSP report is being proofed in preparation for submission for permission to publish.
- The PPANI report is being proofed with a few queries to be resolved.

**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**

10/7/19  
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**Date**

Next meeting – Wednesday 26 June 2019 at 10:00am  
Inspector attending – Stevie Wilson