

## Management Team Meeting Outputs – 22 August 2017

<b>Attendees:</b>	Brendan McGuigan, Chief Inspector (BMcG) James Corrigan, Deputy Chief Inspector (JC) Meloney McVeigh, Business & Communications Manager (MMcV) Rachel Lindsay, Inspector (RL) Linda Boal, PA (LB)
<b>Apologies</b>	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)

- 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.
- JC, MMcV & JJ will meet on 23 August to complete the budget 2018-21 information gathering exercise. The exercise has requested the impact on the PfG Delivery Plan Actions and overall PfG Outcomes as well as on the services provided by CJI using three potential scenarios for 2018-19 and 2019-20 of a 4%, 8% or 12% reduction to the CJI budget.

### 4.0 Effectiveness of the QMS – monthly report by CEO

JC presented the Monthly QMS Performance Report which was prepared by LB.

In this reporting period three audits took place:

- **1.0 Inspection Programme Development & 5.0 Obtain Customer Feedback, Conduct Annual Review**

There were no Non-Conformances or Areas for Improvement found in this audit.

- **3.0 Full Inspections**

There were two Non-Conformances and one Area for Improvement found in this audit.

Both non-conformances have been actioned.

AFI 099/03 – Publication Checklist for full Inspections

The publication checklist should be reviewed – **Action MMcV**

- **4.0 Follow-up Reviews**

There were no Non-Conformances and two Areas of Improvement found in this audit.

One area for improvement has been actioned.

AFI 100/02 – Publication checklist for Follow-up Reviews

The publication checklist should be reviewed – **Action MMcV**

There were no actions outstanding from the previous month.

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

- Inspector secondment 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.

**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)**

- MMcV should receive guidance tomorrow from Sponsor Department regarding publication of the CJI 2017-18 Business Plan.
- MMcV has received new guidance on Direct Award Contracts which has been amended to show that, with the exception of external consultancy, the approval of DACs up to £30,000 has now been delegated to relevant Agency and ALB Accounting Officers.

**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)**

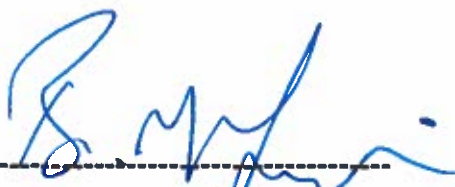
- The Maghaberry prison report was published today with excellent media coverage.
- Permission to publish the Management Information report has been received with publication planned for September.
- The Starmer review and the Business Crime report have been submitted to the Permanent Secretary requesting permission to publish.

**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**

  
-----  
**Date**

Next meeting – Tuesday 12 September at 10:00am  
Inspector attending – David MacAnulty