

## Management Team Meeting Outputs – 19 July 2017

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

**Apologies** James Corrigan, Deputy Chief Inspector (JC)

### 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)

- 3.0 JJ & JG are in regular communication regarding the move to ESS – ongoing.
- 3.0 The CJI Annual Report & Accounts was laid on 7 July.
- 4.0 JEGS is being progressed by the job holder.
- 4.0 Secondment opportunity was advertised on the Interchange website and shared with other organisations.
- 4.0 Recruitment Business Case being prepared.
- 4.0 Pay remits being progressed with DoF.
- 5.0 Effectiveness of the QMS
  - 094/01 – closed
  - 094/02 – ongoing
  - 094/03– ongoing
- 6.0 Business Plan tracker is being progressed.

### 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.
- Staff spend against budget favourable year to date £2K and non staff spend against budget favourable year to date £3K.
- Non cash resource (Depreciation) on target against budget.
- Capital budget is nil.

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

- Points dealt with under Matters Arising.

### 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)

- Points dealt with under Matters Arising.

### 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)

- CJI Annual Report and Accounts published on Friday 7 July.

- Permission to publish the Maghaberry Review has been received. Publication is planned for next month.
- The DARD report has been submitted for permission to publish.
- A media interview with a local journalist was held in relation to the Cyber Crime report.
- The Availability and Use of Management and Performance Management Information in the CJS report has been designed and proofed for publication and is with the Department for progression.

**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.

  
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**James Corrigan**

  
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**Date**

Next meeting – Wednesday 9 August at 10:00am  
Inspector attending – Stevie Wilson