

Management Team Meeting Outputs – 26 January 2017

Those present: Brendan McGuigan, Chief Inspector (BMcG)
James Corrigan, Deputy Chief Inspector (JC)
Meloney McVeigh, Business & Communications Manager (MMcV)
Bill Priestley, Inspector (BP)
Linda Boal, PA (LB)

Apologies: Joanne Jamison, FSD (JJ)

1.0 Minutes

- Minutes of the previous meeting were agreed and signed by BMcG.

2.0 Matters arising - ISO Clause 5.6.2 (e)

- None.

3.0 Finance and Audit - ISO Clause 5.6.2 (a and d)

- There were no changes to report since the last meeting.

4.0 Staff and resource requirements

- MMcV is preparing the CJI pay remits.
- Three Inspectors will take up week long placements with partner Inspectorates to assist in staff development and help inform CJI inspections before end of March 2017.

5.0 Business Manager Update

- MMcV is continuing to work on the 2016-17 Business Plan.
Action: MMV

6.0 Media & Communications

- MMcV is proofing the DARD report prior to design.
Action: MMcV

7.0 Inspection Programme - ISO Clause 5.6.2 (c)

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

8.0 ISO:9001 Audit

- BP presented the findings from the Stage 2 Audit carried out by SGS. The report contained no non-conformances and included four observations for improvement. Two of the observations have been action and the others are being addressed.
- BP presented a draft of the revised CJI Quality Objectives which were agreed by the SMT.
- BP presented the template for the QMS Monthly Performance Report. This report will be completed by Linda Boal and David MacAnulty and brought to the MTM on a monthly basis by JC. The report was agreed by the SMT.

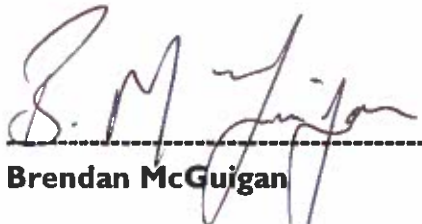
- BP presented the revised MTM Agenda which includes the required inputs of the ISO 9001:2015 standard. The Agenda was agreed by the SMT.
- The amended Process Owner schedule was shared and agreed.
- BP will share the Gap Analysis with the SMT in respect of the transition to the 2015 standard.

Action: BP

- BMcG thanked BP for all the work he had undertaken in relation to the QMS.
- JC extended his congratulations to the internal Auditors on retaining the ISO Certification.
- BP advised that the next audit may require an additional half day as it will include transition to the new standard but the general approach will remain the same.

9.0 AOB

There were no further points for discussion.



Brendan McGuigan

8/2/17

Date

Next meeting – Wednesday 8 February 2017 at 10:00am
Inspector attending – Bill Priestley