

Management Team Meeting Outputs – 28 June 2017

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

Apologies Rachel Lindsay, Inspector (RL)
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)

Effectiveness of the QMS

- 090/02 – actioned.
 - 090/03 – actioned.
- All other points covered in the agenda.

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

- JJ provided papers outlining the current financial position based on the CJI opening budget profile for 2017-18 with no significant changes since the last meeting.
- JJ met with JG regarding the ESS move and at this point CJI are on target with budget. This will be monitored closely as things progress to move CJI onto the IT Assist network.
Action: JJ & JG
- The capital bid for £5K for funding for equipment relating to move to ESS was unsuccessful (notified 27/06). CJI will bid again when a future opportunity arises.
- The CJI Annual Report and Accounts were signed by the C&AG on 22 June. The first design version of the document is being proofed. MMcV is in contact with Sponsor Department regarding laying the report. A submission has been drafted by Sponsor Department for the Permanent Secretary and CJI will lay the report in the Assembly on Friday 7 July.
Action: MMcV

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

- Sponsor Department/JEGS contact - The template has been received and forwarded to the job holder to complete and return the information required to Line Manager & MMcV. MMcV will return to NICS HR & Sponsor Department once completed.
Action: JC, Role Holder & MMV
- Secondment for CJI Inspector post - The Vacancy Creation form was returned to Sponsor Department on 19 June and passed from NICSHR to HR Connect on 20 June. NICSHR are following up with HRC regarding the progress of the request and assignment of point of contact.
Action: MMV to progress with sponsor/NICSHR/HRC as required.
- Recruitment CJI Inspector Vacancy – the Business Case for recruitment and tender to appoint external support to be progressed as soon as possible.

Action: MMcV

2016-17 Pay Remits

- NIO Grade C Pay remit was submitted to sponsor department on 12 June, then sent to FSD for review on 19 June and on to Department of Finance on 28 June.
- SCS Grade staff pay remit was sent by CJI to sponsor on 13 June and the Inspector and NICS aligned staff pay remits were submitted on 15 June. The DSO advice regarding the revalorisation was received by CJI on 26 June and forwarded to Sponsor Department on 27 June. These three remaining pay remits have been forwarded to FSD on 27 June.

CJI 17-18 pay remits - incorporation of CJI staff pay remits within those of NICS

Following discussion at the CJI ARAC and follow up enquiry with Sponsor Department regarding inclusion of the CJI staff pay remits within those of the NICS where alignment is present, Sponsor have sought advice from NICS HR who have responded to say this is not possible.

5.0 Effectiveness of the QMS

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

In this reporting period two audits took place:

- C2.0 Manage Quality Management System; C2.1 Identify requirements and plan implementation of QMS; C2.6 Control Non Conforming Product/Service; and C2.7 Internal Audit. There were no Non-Conformances or Areas for Improvement found in this audit.
- C2.2 & C2.3 Records and Document management and control. There were no Non-Conformances and three Areas for Improvement found in this audit.
 1. 094/01 – Finance Documents and Records: Clarification of what documents and records are to be retained locally by CJI and those that are to be retained by FSD, is required.
Action: BCM
 2. 094/02 –Mailbox size after move to ESS: The amount of data that CJI users use in relation to emails will need to be reduced well in advance of the transfer to shared services – and regularly reviewed at MTMs.
Action: All staff
 3. 094/03 – Data held on G and Admin Drives: Documents and records that are not required or do not meet the document retention policy should be removed in advance of the transfer to ESS.
Action: MMcV, JG & LB

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)**

- MMV to create a document to track the 2017-18 Business Plan targets.
Action: MMV
- PSSSP Information gathering exercises in respect of HR/Payroll, Finance and ICT - CJI was requested to document its activities regarding all three areas of business. CJI has completed and returned the three extensive questionnaires to DOJ for quality assurance before submission to the Project Team by 30 June 2016. The finance

return was submitted on 14 June; the ICT return was submitted on 23 June and the HR/Payroll return was submitted 27 June.

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 Cyber Crime report was published on 21 June. Coverage secured in print media, broadcast media, radio and online.
- The Maghberry Light Touch Review and the DARD report have been submitted for permission to publish.
- The Management and Performance Management Information in the CJS report is being proofed and will be submitted for permission to publish by the end of this week.

8.0 Inspection Programme - ISO Clause 9.1.3 (c)

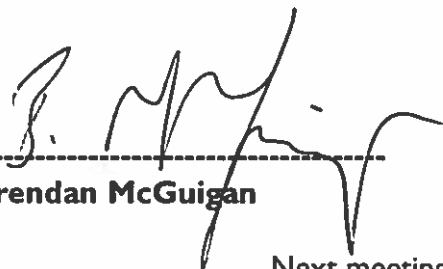
- The inspection programme was discussed with no major issues to address.

9.0 AOB

MMV and JC have met with Janet Johnston and Brian Thomson (DoJ Estates and Security Branch) around the Departmental Estates Strategy which should set out the medium to longer term plans for office accommodation across the DOJ and appropriate Agencies and ALBs. This project will link to wider work on the Reform of Property Management [RPM] Programme being taken forward by the Strategic Investment Board (SIB in support of the NICS.

The discussion explored the extent to which CJI can engage with the project and raise any particular accommodation requirements CJI would have in the future. Options may include the opportunity to co-locate with other oversight/DoJ bodies - potentially in accommodation located somewhere within the Greater Belfast area or to co-locate with DOJ Core.

CJI advised the team that while they are happy to share accommodation, they would require some safeguards in terms of separation from bodies within the organisation's Inspection remit and independence from its sponsor Department. CJI is to have further discussions internally and feed back to the team its preference.



Brendan McGuigan

19/7/17.

Date

Next meeting – Wednesday 19 July 2017 at 10:00am
Inspector attending – Stephen Dolan