

Management Team Meeting Outputs – 11 April 2017

- Attendees:** James Corrigan, Deputy Chief Inspector (JC)
Meloney McVeigh, Business & Communications Manager (MMcV)
Ian Cameron, Inspector (IC)
Joanne Jamison, FSD (JJ)
- Apologies:** Brendan McGuigan, Chief Inspector (BMcG)
Linda Boal, PA (LB)

1.0 Minutes

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

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**
- **090/01 – Controlled Documents:** MMV has discussed with BP and DMcN documents she wishes to add to the Controlled Documents register. This will be completed before end of April 2017.
Action: BCM.
- **090/02 – Asset disposal:** MMV and JJ to meet to discuss process and develop process map post completion of year-end accounts.
Action: BCM & JJ.
- **090/03 – Roles & Responsibilities of the Supplier, Resource and Asset Management process.** JC and JJ to meet to discuss process and develop process map & formally document FSD involvement post completion of year-end accounts.
Action: DCI & JJ.

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

Finance

- JJ confirmed CJI has remained within its allocated budget during 2016-17. CJI has noted an under spend of 3% at the end of the financial year.
- JJ confirmed the budget for 2017-18 remains unconfirmed. CJI has an indicative opening budget of £1,026k. This incorporates a 4% reduction from the 2016-17 opening budget position.

Audit

- The 2016-17 annual accounts are being prepared in advance of the external audit commencing on 2 May.
Action: JJ

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

- MMcV and JG have met with CAL to agree process for making web-based e-learning available to all staff. Mandatory training will be rolled out in the first instance. The web-based platform will be accessible from computer systems other than the ITAC computer.
Action: MMcV
- JC is carrying out end of year PDPs with all staff.

- MMV is working with the Prisoner Ombudsman's Office to take forward arrangements for TMcG w/eff. from 1 June 2017.
Action: MMcV
- MMV has contacted the Departmental Solicitors Office to obtain legal advice to confirm CJI's right to revalorise staff salaries as part of the pay remit process. The pay remits for all CJI staff groups will be progressed after DSO response is received.
Action: MMcV

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)**

- MMC has shared the draft Governance Statement has been shared with DOJ and members/attendees at the in advance of the April Audit and Risk Committee meeting.
- The draft Business Plan has been shared with the DoJ and feedback incorporated. The document has been designed and permission to publish will be sought at the earliest opportunity. MMV is to progress the draft Business Plan for 2017-18. The CJI Corporate Plan will be revisited once a Minister has been appointed.

Action: MMcV

- Queries raised by FSD around the ESS Business Case have been addressed. CJI is awaiting approval from FSD. MMV to check progress with FSD.

Action: MMcV

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 Business Plan is designed for publication.
- Design Draft 1 of the Cyber Crime has been received and is being proofed.
- The refresh of the CJI website has been completed and the website was re-launched on 30 March.

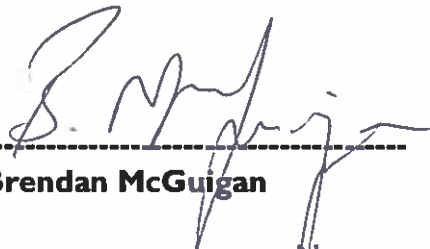
8.0 Inspection Programme - ISO Clause 9.1.3 (c)

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

9.0 AOB

- Six draft protocols are currently with the main inspected organisation for review/signature with one reviewed protocol has been signed and returned.

Action: JC



Brendan McGuigan

11/5/17

Date

Next meeting – Tuesday 25 April 2017 at 10:00am
 Inspector attending – Ian Cameron