

Management Team Meeting Outputs – 22 March 2017

- Attendees:** 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 and the status of actions from previous management reviews in dealing with risks and opportunities - ISO Clause 9.3.2 (a)

- Actioned.

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

Finance

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

Audit

- MMcV distributed copies of the Draft Internal Audit Review of IT Support. The overall audit opinion for this area was Satisfactory (which is the highest level of assurance achievable). The audit reported two priority 3 (lowest priority) findings: one in relation to policies which should cover more recent Government Security classifications, and the other in relation to annual staff training on Information Assurance. Both points have been accepted and will be addressed in the formal CJI response. MMcV is in discussions with CAL in relation to web-based on-line training being made available to all staff which will address the internal audit recommendations on training.
- MMcV advised that the Monitoring and Evaluation of Contractors and Suppliers will now be added to the MTM agenda on a monthly basis.

4.0 Effectiveness of the QMS

JC presented the Monthly QMS Performance Report. The report included three Areas for Improvement from the ISO audit of the Supplier, Resource and Asset Management area.

- 090/01 – Controlled Documents. The BCM will review documents associated with this process and consider which, if any, need to be subject to document control.
Action: BCM
- 090/02 – Asset disposal. The BCM will seek further clarification around this process. Discussions will take place with JJ and JG & LB and a process/user guide produced.
Action: BCM
- 090/03 – Roles & Responsibilities of the Supplier, Resource and Asset Management process. The DCI will discuss and agree these with JJ and the Business Support team.
Action: DCI

5.0 Staff and resource requirements: requirements and the adequacy of resources ISO

Clause 9.3.2 (d)

- MMcV is in discussions with CAL in relation to web-based on-line training being made available to all staff

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)**

- The first draft of the 2016-17 Annual Report and Accounts was sent to FSD. Feedback has been received and incorporated. MMcV will forward the draft Governance Statement to the Department and Audit and Risk Committee members prior to the April meeting.

Action: MMcV

- JJ will provide the Annual Report and Accounts finance information to FSD for review.

Action: JJ

- The draft Corporate and Business Plan was sent to the Department. The draft Corporate Plan is paused due to the uncertainty of future Ministerial Priorities and Programme for Government but the Business Plan is progressing.
- The ESS Business Case is now with FSD for approval following Sponsor Department review.

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 being designed for publication.
- The Cyber Crime report has gone for design.
- JG has undertaken significant work on the refresh of the CJI website. Once this is completed, a go-live date will be agreed and the site re-lunched.

Action: MMcV & JG

8.0 Inspection Programme - ISO Clause 9.1.3 (c)

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

9.0 AOB

- JC is currently in the process of renewing Protocols with the main inspected organisations.

Action: JC



Brendan McGuigan

11/4/2017

Date

Next meeting – Tuesday 11 April 2017 at 10:00am
Inspector attending – Ian Cameron