

## Management Team Meeting Outputs – 24 May 2017

**Attendees:** Brendan McGuigan, Chief Inspector (BMcG)  
James Corrigan, Deputy Chief Inspector (JC)  
Meloney McVeigh, Business & Communications Manager (MMcV)  
Roisin Devlin, Inspector (RD)  
Joanne Jamison, FSD (JJ)  
Linda Boal, PA (LB)

### 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 – to be actioned today.  
**Action: BCM & JJ.**
- 090/03 – to be actioned today.  
**Action: DCI & JJ.**
- All other matters arising have been actioned.

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

- JJ distributed papers showing the budget based on the April 2017 position. The new budget figures should be uploaded and available by next month.
- JJ will meet with JG to re-life IT equipment or arrange for transfer of assets to IT Assist in preparation for the move to ESS.  
**Action: JJ & JG**
- JJ and MMcV will complete an exercise to detail the impact of the budget reduction to include section 75 impact and impacts on the wider justice system.
- JJ advised that the Strategic Resources Committee has created an Innovation and Invest to Save fund. Bids are invited for initiatives that will reduce costs in future years.
- JJ will make a capital bid for £3-£5K in relation to equipment relating to the move to ESS.

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

- Due to pressures in the Inspection Team, Sponsor Department have agreed to increase the part-time hours of one Inspector by one day per week from 1 September 2017 to 31 March 2018. This will be reviewed in March 2018.
- Sponsor Department will provide the detail and contact in respect of the JEGS exercise.  
**Action: JC**
- The recruitment options to replace the full time Inspector who resigned at May 2017

have been discussed with Sponsor Department and will be taken forward.  
**Action: JC & MMcV**

#### **5.0 Effectiveness of the QMS**

JC presented the Monthly QMS Performance Report. The report covered three audits which were carried out in the reporting period:

- 2.0 Ministerial Requests
- C2.4 Preventative and C2.5 Corrective Actions
- S2.0 Manage Human Resources

The report also included two Areas for Improvement carried forward from the previous month which are to be actioned today.

The audits of areas C2.4, C2.5 and S2.0 did not report any issues.

The audit of 2.0 reported four Areas for Improvement. Three of these have been closed with action underway in relation to the fourth (091/04).

**Action: SW/JC**

#### **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)**

- MMcV will create a document to track the 2017-18 Business Targets on a monthly basis.

**Action: MMcV**

- LB has created a process to review all procurement contracts for CJI with review periods of 3, 6 and 12 months planned.
- LB has sent out letters to all contract holders in relation to the new Etendering system for contracts between £5K and £30K.
- MMcV advised that work has begun in relation to a new service wide Artwork and Design contract.
- A short term arrangement is in place in relation to the collection of confidential waste. MMcV will forward details to staff.

**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)**

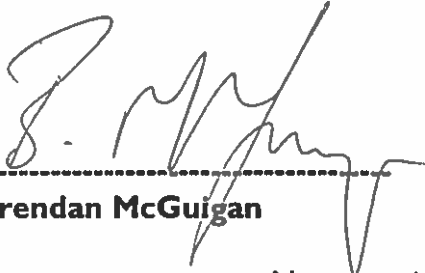
- The DARD and Cyber Crime inspection reports are ready for Ministerial submission with the press releases drafted.
- The light touch review of Maghberry has been sent for design.
- The Management Information and Business Crime reports are being prepared for design.

#### **8.0 Inspection Programme - ISO Clause 9.1.3 (c)**

- The inspection programme was discussed with no major issues to address.
- JC is meeting with the PPS in respect of the Protocol, inspection fieldwork and future programme of inspections in the PPS.

**9.0 AOB**

- There were no further points for discussion.



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**Brendan McGuigan**

14/6/17.  
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**Date**

Next meeting – Wednesday 14 June 2017 at 10:00am  
Inspector attending – Rachel Lindsay