

Management Team Meeting Outputs – 22 February 2017

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

- 3.0 MMcV has spoken with Pensions branch and they are to come back with further information. JJ will accrue the amount of money left until the position is confirmed.
- 5.0 MMcV to share Business Case with JC and then JJ will incorporate the figures before submission to Sponsor Department.

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

- There were no changes to report since the last meeting.
- JJ has advised the Department of a further easement of £15K bringing the total to £30K following a detailed review of spend against budget.
- JJ is working on the final accrual figures. JJ asked for all travel costs which have not yet appeared on procurement cards to be advised to her. All T&S claims should be processed by 30 March in order to be included in this budget. All other expenditure to be advised to JJ as soon as possible to ensure it is accrued in this financial year.

Action: ALL staff

- JJ advised that API00A forms will become e-forms and go on line from 6 March. Guidance on completion will be issued.
- In the absence of an agreed budget, an exercise has been commissioned by FSD requesting a forecast spend of 2017-18, including profiling of spend over the 12 month period which incorporated a reduction of 4% on the 2016-17 opening budget. This is not a definitive reduction but is for the purpose of determining the level of cash and resources to be authorised for 2017-18. Returns are due by 27 February 2017.
- A refreshed capital forecast was submitted on 10 February to FSD.

4.0 Effectiveness of the QMS

JC presented the Monthly QMS Performance Report. The report included four Areas for Improvement.

- 084/10 – Induction Records. The SMT agreed these records would be stored in the individual personnel files.

Action: MMcV/JC

- 084/15 – Monitoring and evaluation of contractors and suppliers. The majority of contracts used by CJI are monitored by POSD. There is an existing SLA in place for FSD and one will be put in place should CJI move to ESS. Any issues will be raised by MMcV at the SMT meetings using the existing template for supplier feedback.

Action: MMcV

- 088/01 – Customer Feedback. JG will compile a monthly report using Google Analytics starting from March.

Action: JG

- 088/02 – Manage the QMS. BP has drafted a quality policy and will agree with MMcV.

Action: BP

- James reiterated some of the recurring non-conformances found during the 2016 audit programme including non-compliance with the documents and records policy. The audit programme for 2017 is focused on ensuring implementation of the policy across the organisation. Monitoring of performance will be through monthly QMS reports to MTM.

Action: JC

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

- No points for discussion.

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 is working on the CJI pay remits.

Action: MMV

- MMcV is finalising the Corporate Plan for submission to Sponsor Department by end of the week.

Action: MMcV

- Work is continuing on the Annual Report and Accounts.

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)**

- Design 3 of the DARD inspection report has been received and MMcV is planning communication activity prior to publication.

8.0 Inspection Programme - ISO Clause 9.1.3 (c)

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

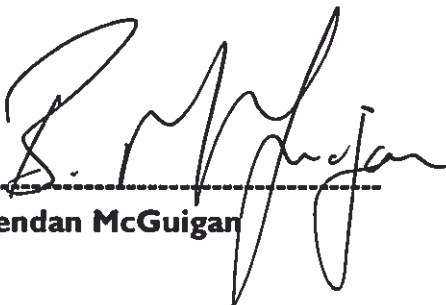
9.0 AOB

- JC advised that a report will be prepared following the planning day yesterday and shared with all staff.

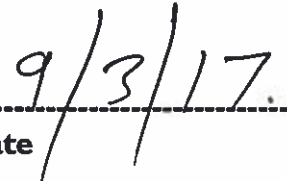
Action: JC

- The SMT will decide how to take this forward.

Action: SMT



Brendan McGuigan



Date