

Management Team Meeting Outputs – 14 June 2017

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

Apologies 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** – MMV & JJ have met and discussed the processes around asset disposal. MMV has drafted a new process map for inclusion within S3.1 ISO Core Process Map. MMV to meet with John Gallagher (JG) to take forward development of Visio version for sharing and uploading.

Action: MMV & JG

090/03 – This has largely been addressed during MMV and JJ's discussions around 090/02. Final meeting to take place to confirm responsibilities between DCI and JJ today.

Action: DCI & JJ.

- JC reported follow-up in relation to the Audit of 2.0 and the related areas for improvement (AFI) have been taken forward. The fourth outstanding AFI re Ministerial requests has been actioned by Stevie Wilson (SW) and an email sent to staff.

Staff and Resource Requirements

- **Sponsor Dept/JEGS Contact** - JC confirmed MMV had met with DoJ Sponsor and sponsor had contact BIT to emphasise the business critical nature of the JEGS exercise being conducted. A template for completion by the role holder has been issued and will be taken forward by CJI. Initial correspondence indicates there will be no cost involved.

Action: JC, Role Holder & MMV

- **Secondment for CJI Inspector post** - MMV has met with DoJ Sponsor and has now received the Vacancy Creation Form for completion and return. Discussions have been progressed within CJI re this. The DCI and CI wish any applicants or secondees appointed to have a practical working knowledge of the criminal justice system. This is felt appropriate to meet CJI's short term needs with plans to invest longer term in a permanently appointed staff member.

Action: MMV & JC.

- **Recruitment CJI Inspector Vacancy** – DoJ sponsor are aware CJI wishes to progress and fill the vacant Inspector post on a permanent basis as soon as possible. Work on this project is to be progressed as soon as possible with the aim of having a new permanent Inspector in place when the secondment ends.

Action: MMV & JC.

Business Manager Update

- MMV to create document to track the 17-18 Business Plan targets
Action: MMV
- MMV is to secure further information about the short term confidential waste collection arrangements and share with JJ for invoicing and contract management purposes.
Action: MMV

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

- JJ distributed papers outlining the current financial position based on the CJI Opening Budget Profile for 2017-18.
- JJ will meet with JG following initial discussions between JG and ESS to ensure accuracy around anticipated costs in preparation for the move to ESS.
Action: JJ & JG
- CJI has submitted its return to FSD highlighting the potential impact of the indicative reduced budget for 2017-18 include section 75 impacts and the impact on the wider justice system. This includes the impact on the inspection programme, its delivery and limitations around the use of consultancy support and fieldwork. A Nil return was submitted for the Strategic Resources Committee Innovation and Invest to Save funds for initiatives that will reduce costs in future years.
- JJ has made a capital bid for 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)

- As noted under 2.0 Matters arising.

5.0 Effectiveness of the QMS

Reports of the findings of the most recent two audits under ISO will be presented at the next MTM meeting. The findings have been shared with the DCI.

Action: JC

65.0 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 advised that the Internal Audit Annual Assurance report for 2016-17 had been issued by DoJ Internal Audit. The report provided CJI with a 'satisfactory' assurance rating. Copies of the report were presented at the Audit and Risk Assurance Committee (ARAC) meeting on 08 June 2017.
- The draft Report to Those Charged with Governance (RTTCWG) was presented on behalf of the NIAO by RSM UK Audit LLP at the ARAC meeting on 8 June regarding CJI's Annual Report and Accounts for 2016-17. There was one audit point raised which received a Priority Two rating. The audit point has been accepted and the proposed draft Management Response shared with the external auditors. A further classification error was raised in relation to CJI's outstanding 2016-17 Pay Remits. This has no material impact on the audit findings. An unqualified audit opinion has been recommended for the 2016-17 financial year. Copies of the finalised 2016-17 Annual Report and Accounts and Letter of Representation have been signed and

dated by the Accounting Officer and forwarded to RSM UK Audit LLP for submission to the NIAO and final review by the Comptroller and Auditor General. The draft report has been sent for design to expedite this work. MMV to take this forward.

Action: MMV

- Following the presentation of the draft Audit findings at the ARAC meeting, JC raised the potential of CJI's NICS aligned staff groupings being included within the Business Cases/Pay Remits completed for the NICS. MMV has written to DoJ Sponsor Division to explore this. MMV said that should this be possible due to the low staff numbers and monies involved, CJI would continue to take forward Business Cases and Pay Remit documentation for Inspection Staff in light of their unique scale. MMV to take this forward with DoJ Sponsor Division.

Action: MMV

- MMV is to liaise with DoJ Sponsor Division regarding the progression of the CJI Inspection Programme for 2017-18. BMcG said the 17-18 Inspection Programme had been agreed in principal following discussions with stakeholders, criminal justice agencies, DOJ and Minister last year. The programme focused on key topics which had received broad support.

Action: MMcV.

- MMV has submitted the 2016-17 NIO Grade 'C' Pay Remit to DoJ Sponsor for review in conjunction with FSD. Permission for the pay remit to be applied will then be sought for from the Department of Finance/Minister of Finance. The 16-17 pay remit for staff aligned with the SCS Grades has also been submitted to DoJ Sponsor for initial review while CJI awaits an outstanding piece of supporting information from the Departmental Solicitors Office (DSO). The 16-17 pay remits for NICS aligned staff members and Inspection staff are undergoing final internal review. MMV will also submit these also to DoJ sponsor for initial review while CJI awaits the outstanding piece of supporting information from DSO for these pay remits.

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)**

- CJI has received permission from the DoJ Permanent Secretary to publish the Cyber Crime Inspection Report. This is planned for w/c 19 June 2017. The Chief Inspector welcomed this development.
- CJI is to write to the Permanent Secretary to seek permission to publish the DARD inspection report and the latest light touch review of Maghaberry. CJI wishes to take this forward as soon as possible.
- Requests to publish inspection reports on Management Information and Business Crime will follow.

Action: BMcG/MMV.

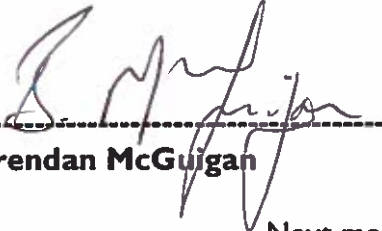
8.0 Inspection Programme - ISO Clause 9.1.3 (c)

- The inspection programme was discussed with no major issues to address.
- The Hate Crime report is ready to be circulated for Factual Accuracy Check

Action: SW/MMV

9.0 AOB

- There were no further points for discussion.



Brendan McGuigan

28/6/17

Date

Next meeting – Wednesday 28 June 2017 at 10:00am
Inspector attending – Ian Cameron