

## Management Team Meeting Outputs – 10 April 2018

**Attendees:** Brendan McGuigan, Chief Inspector (BMcG)  
James Corrigan, Deputy Chief Inspector (JC)  
Meloney McVeigh, Business & Communications Manager (MMcV)  
Roisin Devlin Inspector (RD)  
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)

- None.

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

- MMcV presented an update on behalf of JJ.
- The budget profile shows an underspend of £17K representing 1.63% of the CJI total budget. This is broken down as £11K for employee benefits accrual and £6K for design and printing.
- JJ will present a full report at the next meeting.

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

- The Inspector secondment with CJI will finish at the end of April.
- All Inspectors have now commenced the new working patterns.
- JC is finalising the job descriptions for support staff.

### 5.0 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 preparations for year end.
- The Business Plan is being prepared for submission to Sponsor Department.

### 6.0 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 Resettlement and Juvenile Justice Centre reports are being prepared for Ministerial submission.
- The Annual Report and Account is being progressed.

### 7.0 Inspection Programme - ISO Clause 9.1.3 (c)

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

### 8.0 AOB

- BMcG and JC will meet with the NIAO to discuss the recommendation in their recent delay report relating to CJI: that the DOJ puts a system in place to monitor the implementation of CJI recommendations.



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**Brendan McGuigan**

25/4/18

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**Date**

Next meeting – Wednesday 25 April 2018 at 10:00am  
Inspector attending – Roisin Devlin