

## Management Team Meeting Outputs – 16 May 2018

**Attendees:** Brendan McGuigan, Chief Inspector (BMcG)  
James Corrigan, Deputy Chief Inspector (JC)  
Meloney McVeigh, Business & Communications Manager (MMcV)  
Joanne Jamison, FSD (JJ)  
Rachel Lindsay, Inspector (RL)  
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)

- None.

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

- JJ presented the papers based on the April 2018 position.
- The budget profile shows staff spend favourable year to date £2K and non-staff favourable year to date £3K. The non-cash resource is on target and there is no capital budget.
- The 2018-19 budget allocation has been confirmed as £1,053K.
- JJ submitted the return to FSD on 1 May advising of a £10K pressure in 2019-20 in relation to staff costs.
- The June monitoring round return was submitted to FSD on 9 May.

### 4.0 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 area of Section 75 had been raised at the last staff review of the CJI Risk Register.
- At that time it was agreed that the SMT would consider if this area should be included in the Risk Register.
- RL advised that Section 75 is reported on in the self-assessment return she completes for NPM.
- MMcV confirmed that Section 75 guidance is included in all CJI recruitment exercises.
- JC advised this area is also included in the CJI inspection methodology.
- The SMT agreed to include Section 75 as an agenda item in SMT meeting on a twice yearly basis.

### 5.0 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)

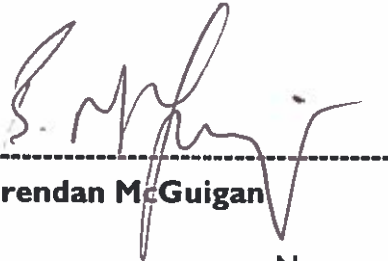
- Permission to publish the CJI Business Plan has been received and the first design version of the report has been received.
- The Resettlement and Juvenile Justice Centre reports have been submitted for permission to publish.

**6.0 Inspection Programme - ISO Clause 9.1.3 (c)**

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

**7.0 AOB**

- There were no further points for discussion.



Handwritten signature of Brendan McGuigan in black ink, written over a horizontal dashed line.

**Brendan McGuigan**

30/5/18.  
Date

Next meeting – Wednesday 30 May 2018 at 10:00am  
Inspector attending – Ian Cameron