

Management Team Meeting Outputs – 29 May 2019

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

- 4.0 - Ongoing, queries with Sponsor Department.

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

- MMcV advised that there were no significant changes to report since the last meeting.
- JJ is working through queries from the recent external audit. The provisional report is expected on Friday.

4.0 Effectiveness of the Quality Management System

- There have been no internal audits carried out since the last report.
- The Follow-up Review process was discussed at the staff meeting on 24 May. The team agreed to postpone the review of the FUR process until the learning from the recent Youth Conferencing FUR can be combined with that of the Cyber Crime FUR and Driving Change given the different approaches likely to be used.

5.0 Staff and Resource

- Work is currently ongoing to prepare the business case for Inspector recruitment.

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)**

- The 2019-20 Business Plan is with Sponsor Department for sign-off by the permanent Secretary.
- The CJI Annual Report and Accounts is on track for July publication.

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 Domestic Violence and Abuse report was submitted for permission to publish on 23 May.
- The PCSP and PPANI reports are being proofed and queries are with the Lead Inspectors for clarification.
- Preparation is underway for the media messages to accompany publication of the Domestic Violence and Abuse report.

8.0 Inspection Programme - ISO Clause 9.1.3 (c)

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

9.0 AOB

- There were no further points for discussion.



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

Brendan McGuigan

12/6/19
Date

Next meeting – Wednesday 12 June 2019 at 10:00am
Inspector attending – Stevie Wilson