

## Management Team Meeting Outputs – 24 October 2018

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

- No points for discussion.

### 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 September 2018 position of the June monitoring profile which showed no significant changes since the beginning of the month.
- The CJI budget allocation 2018-19 has been confirmed at £1,053K and a nil capital budget.
- DoF have requested an update on the resource DEL pressures expected in 2019-20 which is to be submitted by 2 November 2018.
- The January 2018-19 monitoring round has been commissioned with returns due to FSD Support Team by 7 November 2018.

### 4.0 Effectiveness of the Quality Management System

During this reporting period three audits were carried out:

**S4.0 ICT.** The audit identified two areas for improvement. One was to link associated documents to the process map and the other to review the Document and Record Management Policy. Both areas are being worked on.

**4.0 Follow-up Reviews.** This process will be reviewed once a number of reviews have been worked through to completion.

**2.0 Ministerial Requests.** The audit found one non-conformance in relation to management papers which is being actioned.

There was one outstanding area for improvement which is being addressed.

### 5.0 Staff & Resource requirements

- JC has carried out a number of mid-year staff performance appraisals with just one outstanding.
- One part-time Inspector has increased their working hours to full-time until the end of the financial year.
- JC will speak with Inspectors to discuss resourcing of inspection work in the new year.

- 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 2017 NICS aligned pay remit has now been approved.
  - The 2017 Inspector pay remit has been re-submitted to Sponsor Department.
  - The next Oversight Meeting with Sponsor Department is scheduled for Monday 5 November.
- 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)**
- Work is progressing on publication of the Sexual Violence and Maghaberry prison inspections with press releases now being drafted and shared. Potential publication dates are 13 November for Sexual Violence and 26/27 November for Maghaberry but these are to be confirmed.
  - MMcV met with the artwork and design team to discuss a refresh of publications including adding info-graphics to reports and the web site.
- 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 the Inspectors had met yesterday to discuss the JEGS exercise and have raised a number of questions which will be forwarded to him.



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**Brendan McGuigan**

14/11/18  
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**Date**

Next meeting – Wednesday 14 November 2018 at 10:00am  
Inspector attending – Stevie Wilson