

Management Team Meeting Outputs – 13 June 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)**

- JEGS evaluation now received and JC meeting with Sponsor Department to progress.
- JC has spoken with the part-time Inspectors regarding additional hours. The decision regarding the recruitment of an additional full-time Inspector will be deferred until the appointment of a new Chief Inspector.

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 May 2018 position.
- The budget profile shows staff spend favourable year to date £3K and non-staff favourable year to date £6K. The non-cash resource is on target and there is no capital budget.
- The information gathering exercise was returned to FSD on 1 May advising of a £10K pressure in 2019-20 in relation to staff costs.

4.0 Staff & Resource requirements

- Covered in Matters Arising.

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)**

- Draft feedback on the Annual Report and Accounts was received from the Auditors with an unqualified certificate proposed. The report is now with RSMUK for forwarding to the Comptroller and Auditor General for final review and sign off.
- The report has been sent for design.
- Work is being progressed on the 2017 pay remits.
- The ISO Procurement Process has been updated.

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)**

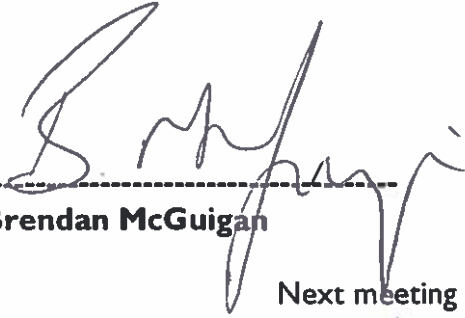
- The Juvenile Justice Centre report is being prepared for publication after receiving permission to publish. Publication is planned for week commencing 18 June 2018.
- The Annual Report and Accounts is being prepared for publication.

7.0 Inspection Programme - ISO Clause 9.1.3 (c)

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

8.0 AOB

- On behalf of all CJI staff, JC congratulated BMcG on being awarded the CBE in the Queen's Birthday Honours 2018 adding that the award was richly deserved.



Brendan McGuigan

27/6/18.
Date

Next meeting – Wednesday 27 June 2018 at 10:00am
Inspector attending – Stevie Wilson