

Management Team Meeting Outputs – 11 October 2017

Attendees: Brendan McGuigan, Chief Inspector (BMcG)
Meloney McVeigh, Business & Communications Manager (MMcV)
Joanne Jamison, FSD (JJ)
Linda Boal, PA (LB)

Apologies: James Corrigan, Deputy Chief Inspector (JC)
Stephen Dolan, Inspector (SD)

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 distributed papers outlining the resource funding position as at September 2017.
- The request for capital budget of £5K in relation to the move to Enterprise Shared Services is still to be confirmed.
- JJ advised that there was no further information on the budget gathering exercise.

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

- The Inspector secondment will commence on 30 October for a period of six months. All the necessary paperwork has now been completed.
- The JEGS outcome has yet to be advised.
- The 2016 pay remit for the Inspectors was paid in the September payroll with the SCS due for payment in October. MMcV is following up on the pay remit for NICS aligned staff.
- MMcV has been unable to progress the Business Case for the recruitment of a permanent Inspector due to other work pressures.

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 finalising the CJI 2017-18 Business Plan which has been sent for design.

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)

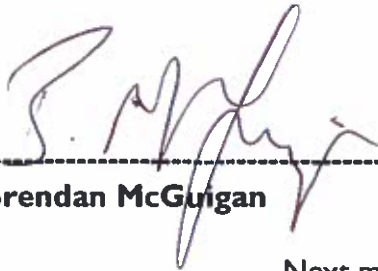
- The Starmer Review report was published on 10 October with good media coverage.
- Publication of the Business Crime report is planned for week commencing 16 October. The Press Release has been agreed internally and will now be shared with partners.
- The Hate Crime and Magilligan reports are planned for publication in late November / early December.

7.0 Inspection Programme - ISO Clause 9.1.3 (c)

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

8.0 AOB

- The round of stakeholder consultation meetings is now being scheduled.



Brendan McGuigan

25/10/17

Date

Next meeting – Wednesday 25 October at 10:00am
Inspector attending – David MacAnulty