

Management Team Meeting Outputs – 15 May 2019

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

- 4.0 BCM ongoing.

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

- JJ distributed the papers based on the opening budget profile 2019-20.
- The budget shows an increase of £7K and is on target.
- CJI have submitted a bid to the Department of £46.37K to fund the additional pension pressure following increases from 1 April in relation to employer's contributions.

4.0 Staff and Resource

- JC has requested further information from the JEGS team and will have further discussion with the Inspectors once this is received.
- BMcG now wishes to proceed with the recruitment of a full time Inspector. JC and MMcV will meet to begin planning for this.

Action: JC & MMcV

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)**

- The 2019-20 draft Business Plan is with Sponsor Department for comment.
- The updated format of the CJI Risk Register has been reviewed by staff in advance of the CJI Audit and Risk Assurance Committee meeting in June.

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)**

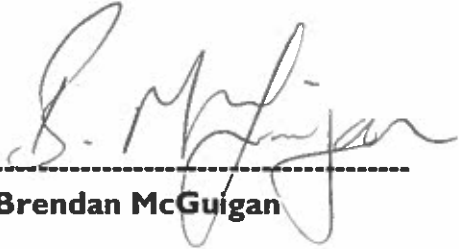
- The Voluntary and Community Sector (Third Sector) report was published 8 May.
- The Domestic Violence and Abuse, PCSPs and PPANI reports are being prepared for submission to the Permanent Secretary.

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

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

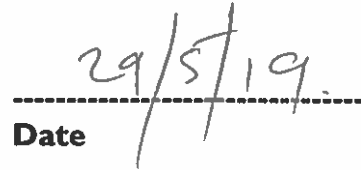
8.0 AOB

- There were no further points for discussion.



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

Brendan McGuigan



Handwritten date '29/5/19' in black ink, written over a horizontal dashed line.

Date

Next meeting – Wednesday 29 May 2019 at 10:00am
Inspector attending – Roisin Devlin