

## Management Team Meeting Outputs – 26 February 2019

**Attendees:** Brendan McGuigan, Chief Inspector (BMcG)  
James Corrigan, Deputy Chief Inspector (JC)  
Meloney McVeigh, Business & Communications Manager (MMcV)  
Tom McGonigle, Inspector (TMcG)  
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)

- None.

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

- There were no significant changes to report since the previous meeting.

### 4.0 Effectiveness of the Quality Management System

- JC presented the monthly report prepared by LB. One internal audit commenced during the reporting period and will be reported on next month once it is complete.
- There are two AFIs from previous months which are being worked on by the BCM.

### 5.0 Staff and Resource

- The JEGS questionnaire is being finalised by Inspectors for submission to the Assessors.
- JC has sent an email to staff asking for submissions from those wishing to be considered for the Special Bonus Scheme. The deadline for submissions is 28 February, following which BMcG and JC will consider the submissions and determine the number and value of awards, if any within CJI.

### 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)

- MMcV and JJ will meet with the new external auditors this week.
- The Business Plan will be finalised once the programme of stakeholder consultation meetings are completed.
- The Annual Report and Accounts is being progressed.
- A salary query for a member of staff is being worked through with NICS HR and HR Connect.

### 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 first design draft of the Voluntary and Community Sector (Third Sector) report is due this week. The report is with the Permanent Secretary for permission to publish

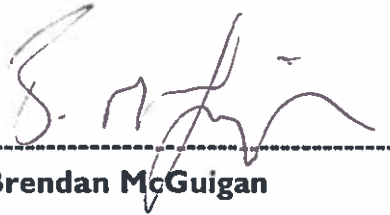
and the press release has been drafted.

**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.



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**Brendan McGuigan**

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**Date** 13/3/19.

Next meeting – Tuesday 13 March 2019 at 10:00am  
Inspector attending – David MacAnulty