

Management Team Meeting Outputs – 13 March 2019

Attendees: Brendan McGuigan, Chief Inspector (BMcG)
James Corrigan, Deputy Chief Inspector (JC)
Meloney McVeigh, Business & Communications Manager (MMcV)
Joanne Jamison, FSD (JJ)
David MacAnulty, Inspector (DMacA)
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)

- None.

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 October monitoring profile. The January profile was received earlier this week.
- The 2019-20 budget has been confirmed as £1,060K which is an increase of £7k to fund the pressures identified to the Department in the 2019-21 information gathering exercise. There is no capital budget.

4.0 Staff and Resource

- The JEGS questionnaire has been finalised by Inspectors and sent to Sponsor Department for action.
- JC and BMcG have allocated a number of small payments of the Special Bonus scheme to staff in recognition of exception performance during the past year.
- The end of year performance appraisals for all staff have been scheduled to take place during April.

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 and JJ met with the three new external auditors from Deloitte who carried out four days of interim audit testing. The full audit will take place week commencing 13 May.
- The Business Plan will be finalised now that the programme of stakeholder consultation meetings have been completed.
- The Annual Report and Accounts is being progressed.
- MMcV and JJ worked with NICS HR and HR Connect to resolve two staff salary issues.

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 is with the Permanent

Secretary for permission to publish and the press release has been drafted. A number of additional amendments have been received from DoJ and will be incorporated into the report.

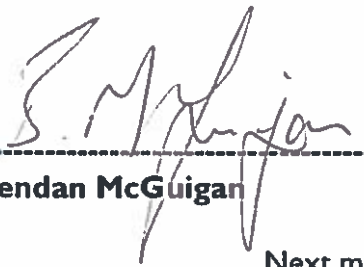
- The Youth Conferencing follow-up review is being prepared for submission to the Permanent Secretary and publication.

7.0 Inspection Programme - ISO Clause 9.1.3 (c)

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

8.0 AOB

- There were no further points for discussion.



Brendan McGuigan

27/3/19.

Date

Next meeting – Tuesday 27 March 2019 at 10:00am
Inspector attending – David MacAnulty