

Senior Management Team Meeting Outputs – 18 December 2019

- Attendees:** Jacqui Durkin, Chief Inspector (JD)
James Corrigan, Deputy Chief Inspector (JC)
Stevie Wilson, Inspector (SW)
Joanne Jamison, FSD (JJ)
Linda Boal, CSO (LB)
- Apologies:** Meloney McVeigh, Business & Communications Manager (MMcV)

1.0 Minutes

- Minutes of the previous meeting were agreed and signed by JD.

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)

- Covered in agenda.

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 September 2019 position.
- The budget shows staff spend unfavourable £11K. The non-staff budget shows favourable £5K year to date. The profiling in January will bring this in line with budget.
- The capital budget allocation for 2019-20 is confirmed as £7K.
- £20K has been released back to the Department.
- No feedback has been received in relation to the information gathering exercises.
- Initial planning meeting with external audit held on Monday. Pre-testing will commence in February and the provisional date for the audit is 4 May 2020.

4.0 Staff and Resource

- The tender for support in relation to the recruitment of an Inspector goes live today on ETenders.
- The Business Case to amend the Inspector pay scale is now with DoF. The Inspector recruitment exercise will follow on approval of this.

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 tender exercise to procure a company to provide ISO Accreditation closes today.
- Media training is being planned for the CI. This may also be a requirement for other staff with the option of procuring the training through the CEF.
- A photo opportunity with Women's Aid in support of the White Ribbon campaign is planned for 6 January 2020.

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)

- JD has asked JG to provide data on web site activity.

Action: JG

- MMcV will investigate refreshing the format and presentation of inspection reports including the use of relevant photographs with mock-ups shared for discussion with staff.

Action: MMcV

7.0 Inspection Programme - ISO Clause 9.1.3 (c)

- The inspection programme was discussed with no major issues to address.
- MMcV to arrange publication of the Cyber Crime review on the web site.

Action: MMcV

8.0 AOB

- There were no further points for discussion.



Jacqui Durkin

15.1.20

Date

Next meeting – Wednesday 15 January 2020 at 10:00am
Inspector attending – Ian Cameron