

Management Team Meeting Outputs – 8 August 2018

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, PA (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 June 2018 position.
- The budget profile shows staff spend favourable year to date £7K and non-staff favourable year to date £1K. Additional hours for part-time Inspectors is yet to be factored into these figures.
- The non-cash resource is £3K favourable to date and there is no capital budget.
- There has been no further comment in respect of the 2018-19 June monitoring round.

4.0 Staff & Resource requirements

- Now that we have reached the half-year point in the annual leave year, JC will issue a reminder to staff in respect of unused annual leave and the number of days which can be carried forward. LB will send JJ a summary of the outstanding annual leave.
Action: JC & LB
- JC, MMcV and JJ met with Sponsor Department yesterday. Sponsor Department have been in contact with Departmental HR in relation to the JEGS evaluation and will come back to confirm how this should be taken forward.
- One part-time Inspector will continue with additional hours while another will increase working hours on a temporary basis from 1 October until the end of the financial year when the situation will be reviewed.
- One part-time Inspector will change their working pattern from 1 October.

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)

- All CJI pay remits have been submitted to Sponsor Department for review and forwarding to the FSD Accountant.
- Sponsor Department have shared the draft Management Statement and Financial Memorandum with JC and MMcV and FSD for comment.

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)**

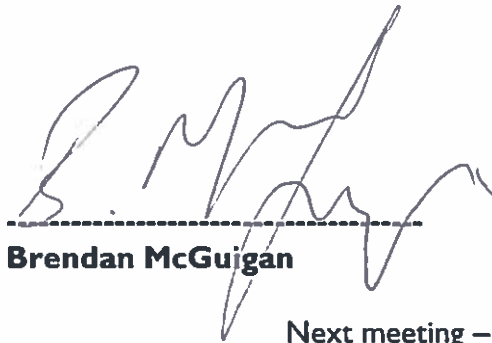
- The Equality and Diversity inspection report has been submitted for permission to publish. The first design draft should be received this week. MMcV asked JC and RD to review and feedback corrections to Page Setup in her absence.
- The Maghaberry inspection report is being converted to the CJI format prior to submission for permission to publish.

7.0 Inspection Programme - ISO Clause 9.1.3 (c)

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

8.0 AOB

- JJ advised that she had been invited to attend a workshop regarding Brexit issues and asked if any points in relation to CJI finances that should be raised. The SMT confirmed that there were none in relation to CJI.



Brendan McGuigan

28/8/18

Date

Next meeting – Wednesday 28 August 2018 at 10:00am
Inspector attending – Tom McGonigle