

Management Team Meeting Outputs – 16 January 2019

Attendees: Brendan McGuigan, Chief Inspector (BMcG)
James Corrigan, Deputy Chief Inspector (JC)
Meloney McVeigh, Business & Communications Manager (MMcV)
Joanne Jamison, FSD (JJ)
Stephen Dolan, Inspector (SD)
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 distributed papers showing the December 2018 position which shows the staff spend against budget to be favourable year to date £23K and non-staff favourable to date £7K. JJ, JC and MMcV will meet to discuss the underspend.
- There has been no update on the 2019-21 information gathering exercise.
- An easement of £7K was advised in the monitoring round which includes VAT now not being charged in relation to the accommodation fee.
- There will be a few changes to the accounts this year. NDPB accounts will be consolidated into the DoJ accounts, we will need to realign how we classify assets and accommodation cost will now show as a lease with long term commitment. JJ will discuss this with DoF.

Action: JJ

4.0 Staff & Resource requirements

- JC is still awaiting a response from Sponsor Department and DoF regarding the provision of an alternative provider to carry out the Inspector JEGS evaluation.
- A new External Auditor has been appointed. Audit costs are yet to be advised.

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)

- Papers are being prepared for the Audit and Risk Assurance Committee meeting next week.
- The ISO Surveillance Audit took place on 10 January. The audit reported no Non-conformances and no Areas for Improvement. Two minor observations and improvement opportunities were identified.
- This audit brings the existing contract to an end. A tender exercise will commence to appoint a new contract after the 2019-20 budget has been awarded and funds are confirmed.

Action: MMcV

- BMcG expressed his sincere thanks to the Internal Audit team who lead on this.

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)**

- A number of reports are now filtering through to be prepared for Ministerial submission.
- MMcV is preparing an Inspection Report style guide for new reports. This will include a new report template.

Action: MMcV

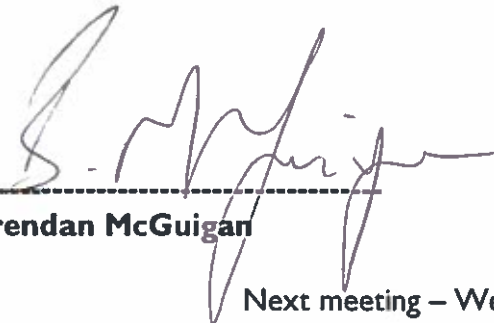
7.0 Inspection Programme - ISO Clause 9.1.3 (c)

- The inspection programme was discussed with no major issues to address.
- Two new Ministerial Requests has been added to the programme – NIPS Pre-release Testing and Base 2. Lead Inspectors are reminded to prepare the necessary inspection management papers for these inspections.

Action: TMcG & SD

8.0 AOB

- MMcV confirmed she has re-submitted the papers for payment of the Inspector's pay remit 2017 which should have been paid in December. Payment should now be made in the January salary.



Brendan McGuigan

30/1/19

Date

Next meeting – Wednesday 30 January 2019 at 10:00am
Inspector attending – Stephen Dolan