

Management Team Meeting Outputs – 12 February 2019

Attendees: Brendan McGuigan, Chief Inspector (BMcG)
James Corrigan, Deputy Chief Inspector (JC)
Meloney McVeigh, Business & Communications Manager (MMcV)
Joanne Jamison, FSD (JJ)
Rachel Lindsay, Inspector (RL)
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 papers showing the position based on the October monitoring profile.
- JC, MMcV and JJ met yesterday to review the budget which is on target.
- There is no information as yet on the budget position for next year.

4.0 Staff & Resource requirements

- JC and MMcV met with Sponsor Department yesterday when the JEGS exercise for the Inspector role was discussed. JC and BMcG will meet with the internal JEGS assessors to begin this process. RL is finalising work on the JEGS questionnaire.
- JC has requested legal advice from DSO in relation to any historical implications the JEGS exercise may have.
- The position of the two Inspectors currently working additional hours will be re-assessed once the budget for next year is confirmed. Another Inspector is currently working additional hours to complete a specific piece of work.

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 has completed a corporate governance questionnaire in preparation for the internal audit.
- The first draft of the 2019-20 Business Plan has been completed and is with JC for review.
- MMcV has reviewed the FREM guidance and commenced work on the 2018-19 Annual Report and Accounts.
- FSD have been in contact regarding the security clearance level required for the new Internal Auditors. MMcV and JJ will meet with the new Auditors prior to the audit commencing.

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)

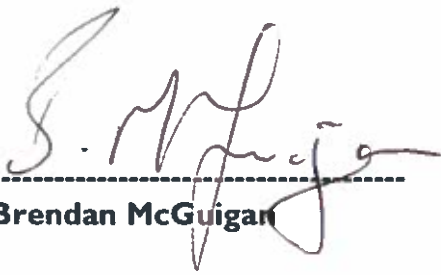
- MMcV has prepared the Voluntary and Community Sector (Third Sector) report for submission to Permanent Secretary.

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

26/2/19.

Date

Next meeting – Tuesday 26 February 2019 at 2:00pm
Inspector attending – David MacAnulty