

Management Team Meeting Outputs – 28 November 2017

Attendees: James Corrigan, Deputy Chief Inspector (JC)
Meloney McVeigh, Business & Communications Manager (MMcV)
Joanne Jamison, FSD (JJ)
Tom McGonigle, Inspector (TMcG)
Linda Boal, PA (LB)

Apologies: Brendan McGuigan, Chief Inspector (BMcG)

1.0 Minutes

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

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)**

- Actioned.

3.0 Finance and Audit - and information on the performance of external providers. **ISO Clause 9.3.2 (c)**

- The request for £5K capital budget and extra depreciation has been approved.
 - The January monitoring return is due 29 November. This will be the last opportunity to identify any easements. JC, MMcV & JJ to discuss at the end of this meeting.
- Action: JC, MMcV & JJ**

4.0 Effectiveness of the QMS

- LB advised that further work has been carried out in respect of the audit of the whole quality management system. A few small areas are still outstanding but will be complete by end of December. The non-conformance raised has been actioned.

5.0 Staff and resource requirements: requirements and the adequacy of resources **ISO Clause 9.3.2 (d)**

- The Business Case for the recruitment of a permanent Inspector has now been completed. JJ will provide the amended figures for incorporating into the Business Case prior to submission to Sponsor Department.
- MMcV advised that all the 2016 pay remits have now been paid.
- A meeting will be held on Thursday 30 November in respect of the JEGS outcome.

6.0 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)**

- A number of contracts have been evaluated and closed by MMcV & LB over the last few weeks (Welfare Support, Datashred).
- The graphic design contract review is in progress.

7.0 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)**

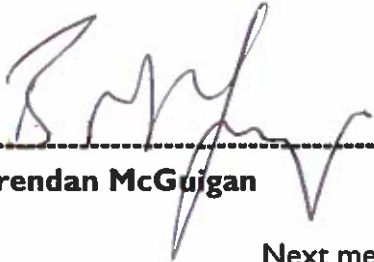
- Permission to publish has been received for the Hate Crime and Magilligan reports. Publication is planned during the next two weeks.

8.0 Inspection Programme - ISO Clause 9.1.3 (c)

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

9.0 AOB

- There were no further points for discussion.



Brendan McGuigan

13.12.17

Date

Next meeting – Wednesday 13 December at 10:00am
Inspector attending – Ian Cameron