

Management Team Meeting Outputs – 30 April 2019

Attendees: Brendan McGuigan, Chief Inspector (BMcG)
James Corrigan, Deputy Chief Inspector (JC)
Meloney McVeigh, Business & Communications Manager (MMcV)
Roisin Devlin, Inspector (RD)
Joanne Jamison, FSD (JJ)
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 the papers based on the October monitoring profile.
- JJ advised that a request has been made to return £2K of the £7K easement to fund the additional costs in respect of the increased pension and employee benefits contribution for the salary accruals. The total easement has therefore been revised to £5K.
- The CJI budget allocation was adjusted to £1,048K for 2018-19. The total spend to 31 March 2019 was £1,047,727 leaving a small underspend of £273.
- The 2019-20 projection for increased pension contribution is due 8 May and JJ and JC will meet later this week to review the pension contribution budget.
- CJI will not participate in the June monitoring round as the current budget plan is not expected to change.

4.0 Effectiveness of the Quality Management System

- JC presented the monthly report prepared by LB. One internal audit took place which inspected the area of Ministerial and Other Requests. The report identified one area for improvement and one non-conformance, both of which are being addressed.
- There are two outstanding AFIs from previous months which are being worked on by the BCM.

Action: BCM

5.0 Staff and Resource

- The initial JEGS evaluation result has been advised with further detail to follow. A meeting will now be scheduled to consider the next steps.

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)

- MMcV and JJ are finalising the Annual Report and Accounts.
- Work to finalise the new format Risk Register which will then inform the CJI Business

Plan is continuing.

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)**

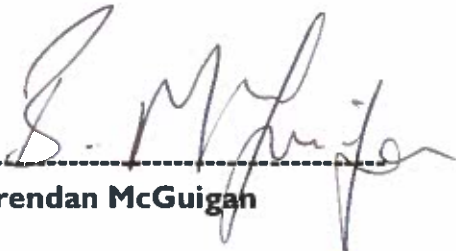
- The Youth Conferencing follow-up review was published on 18 April.
- The Voluntary and Community Sector (Third Sector) report is being prepared for publication on 8 May.

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



Date

Next meeting – Tuesday 15 May 2019 at 10:00am
Inspector attending – Roisin Devlin