

Senior Management Team Meeting Outputs – 11 September 2019

Attendees: Brendan McGuigan, Chief Inspector (BMcG)
James Corrigan, Deputy Chief Inspector (JC)
Meloney McVeigh, Business & Communications Manager (MMcV)
David MacAnulty, Inspector (DMacA)
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)**

- 4.0 MMcV to action 2 AFIs & meet with DMacA regarding ISO tender exercise.
- 5.0 JC and MMcV to meet next week to bring work on the recruitment business case and tender.

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 August 2019 position.
- The budget shows staff spend unfavourable £18K which is related to the increase in employer pension contributions. The non-staff budget shows favourable £2K year to date.
- JJ is still awaiting a response from the Department in relation to the additional pension pressure following the increase on 1 April.
- JJ has submitted the return for future year pressures from 2020-23 and Capital DEL requirements for 2020-25.
- Work has commenced on the scenario planning exercise.

4.0 Staff and Resource

- There were no points for discussion.

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 completed and submitted to Sponsor Department.

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)**

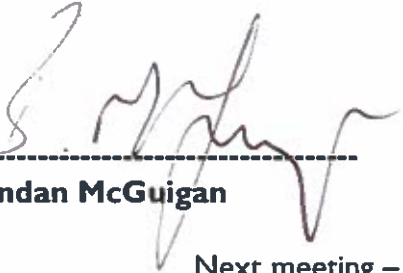
- The Pre-Release Testing and PPANI reports have been submitted for permission to publish.
- MMcV will commence work on the Disclosure report once final factual accuracy checks are received at the end of this week. There will then follow a significant number of reports to publish prior to the end of the Chief Inspector's tenure.

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

25/9/19

Date

Next meeting – Wednesday 25 September 2019 at 10:00am
Inspector attending – David MacAnulty