

Senior Management Team Meeting Outputs – 28 August 2019

Attendees: Brendan McGuigan, Chief Inspector (BMcG)
James Corrigan, Deputy Chief Inspector (JC)
Joanne Jamison, FSD (JJ)
Linda Boal, CSO (LB)

Apologies: Meloney McVeigh, Business & Communications Manager (MMcV)
Tom McGonigle, Inspector (TMcG)

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)

- MMcV responded to Sponsor Department regarding delegated limits. JJ will also share information with Sponsor to finalise the return.

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

- JJ presented papers based on the July 2019 position showing spend against budget unfavourable year to date £16K and non-staff favourable year to date £1K.
- An update is being prepared for submission by 29 August 2019 which will show no easements.
- JJ will submit a bid for a small amount of capital spend and a bid to fund the additional pension pressure following the increases from 1 April has been submitted.
- JJ and MMcV will meet to discuss horizon scanning options beyond 2022-23.

4.0 Effectiveness of the Quality Management System

- Due to the holiday period, there have been no internal audits carried out since the last meeting.
- JC reminded the BCM that two Areas for Improvement from previous audits are still outstanding.
Action: MMcV
- The SMT agreed to continue to seek ISO Accreditation for the CJI Quality Management System. As the current accreditation is due to expire in February 2020, the BCM should now proceed with the tender exercise for the next three year period.

Action MMcV

5.0 Staff and Resource

- JC has met with the Inspectors to discuss the outcome of the JEGS exercise.
- Following the recent Oversight Meeting, Sponsor Department agreed to consider the options and consult with DSO.
- JC / MMcV will begin to prepare the Business Case and Tender exercise for the Inspector recruitment.

Action: JC & MMcV

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)**

- There were no points for discussion.

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)**

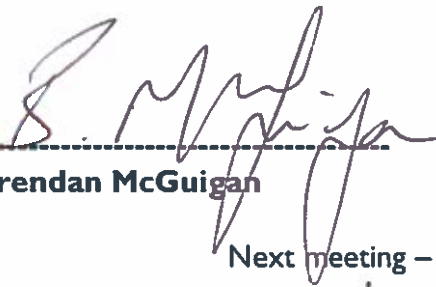
- The PCSP report was published 22 August with limited media coverage.
- The PPANI report has been submitted to the Permanent Secretary for permission to publish.

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

11/9/19

Date

Next meeting – Wednesday 11 September 2019 at 10:00am
Inspector attending – David MacAnulty