

Management Team Meeting Outputs – 27 April 2016

Those present: James Corrigan, Deputy Chief Inspector (JC)
Meloney McVeigh, Business & Communications Manager (MMcV)
Stephen Dolan, Inspector (SD)
Joanne Jamison, FSD (JJ)
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 - ISO Clause 5.6.2 (e)

- Actioned.

3.0 Finance and Audit - ISO Clause 5.6.2 (a and d)

- Joanne Jamison (JJ) distributed papers showing the up-to-date position in respect of resource funding based upon the January monitoring budget profile. There were no significant changes since the last meeting.
- The June monitoring return was submitted 19 April advising of possible pressures relating to VES and legal costs in associated with the ongoing JR.
- The preparation of the Annual Report and Accounts is well advanced and on target for submission to the NIAO by 29 April. R Logan (FSD) has completed a review of the report and the associated working papers and is content with the new format and content.
- The External Audit will begin Tuesday 3 May 2016.

4.0 Staff and resource requirements

- BMcG, JC and MMcV will meet with the successful tenderer on 27 April to begin the Inspector recruitment exercise.
- MMcV has shared the documents in respect of the VES with Civil Service Pensions and Sponsor Department for review. A timeline has been agreed, including required information from the Civil Service Pensions.
- JC will distribute a communication regarding VES to all staff in the first instance outlining the context for the scheme (workforce planning) and the likely launch date.
- One member of staff who is on long-term sick leave, is continuing to be managed by MMcV.

5.0 Business Manager Update

- The Business Cases in respect of the 2015 pay remits are now with Sponsor Department and FSD as from 14 April.

6.0 Media & Communications

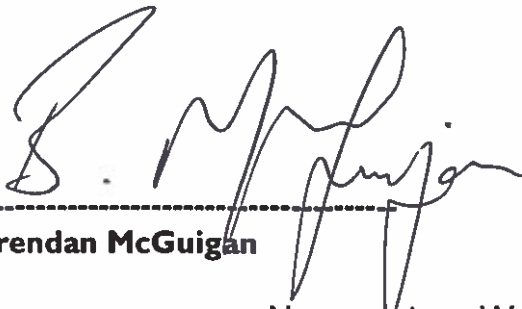
- The Anti-Social Behaviour report has been sent for design and to the Minister.
- The Road Traffic Legislation report is being proofed in preparation for Ministerial submission.

7.0 Inspection Programme - ISO Clause 5.6.2 (c)

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

8.0 AOB

- There were no further points for discussion.



Brendan McGuigan

11/5/16

Date

Next meeting – Wednesday 11 May 2016 at 10:00am
Inspector attending – Bill Priestley