

Management Team Meeting Outputs – 12 December 2018

Attendees: Brendan McGuigan, Chief Inspector (BMcG)
James Corrigan, Deputy Chief Inspector (JC)
Meloney McVeigh, Business & Communications Manager (MMcV)
Joanne Jamison, FSD (JJ)
Stevie Wilson, Inspector (SW)
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)

- Actioned.

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

- JJ distributed papers showing the November 2018 position which shows the staff spend against budget to be favourable year to date £20K and non-staff favourable to date £4K.
- There has been no change to the budget allocation and no update on the 2019-21 budget.
- An easement of £7K was advised in the monitoring round which includes VAT now not being charged in relation to the accommodation fee.
- Work has commenced on the nine-month accounts.

4.0 Staff & Resource requirements

- The member of staff on sick leave has now returned to full time working.
- JC has written to Sponsor Department regarding the provision of an alternative provider to carry out the Inspector JEGS evaluation. A meeting is being organised with the relevant parties to discuss the matter further.

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)

- There were no points for update.

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)

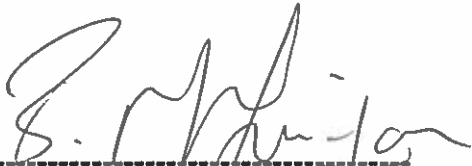
- There were no points for update.

7.0 Inspection Programme - ISO Clause 9.1.3 (c)

- The inspection programme was discussed with no major issues to address.
- Inspectors are reminded to pass any further views on the Domestic Violence report to Rachel as soon as possible.

8.0 AOB

- There were no further points for discussion.



Brendan McGuigan

16/1/19

Date

Next meeting – Wednesday 16 January 2019 at 10:00am
Inspector attending – Stephen Dolan