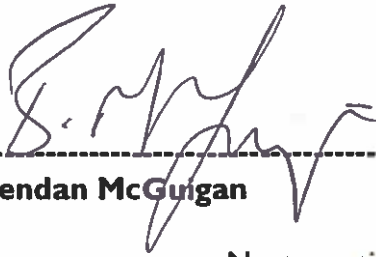


Management Team Meeting Outputs – 14 February 2018

- Attendees:** Brendan McGuigan, Chief Inspector (BMcG)
James Corrigan, Deputy Chief Inspector (JC)
Stephen Dolan, Inspector (SD)
Joanne Jamison, FSD (JJ)
Linda Boal, PA (LB)
- Apologies:** Meloney McVeigh, Business & Communications Manager (MMcV)

- 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 papers showing the resource funding position as at January 2018.
 - Following a review of the forecast spend against budget, an easement of £10K has been advised to Sponsor Department.
 - Work is now ongoing for year end with the nine-month accounts reviewed.
 - JJ has reviewed CJI the fixed assets in preparation for year end.
 - JJ has commenced work on the finance sections of the CJI pay remits.
- 4.0 Staff and resource requirements: requirements and the adequacy of resources ISO Clause 9.3.2 (d)**
 - JC has now agreed the allocation of additional hours with existing Inspectors to address the reduction of resources in the Inspection team.
 - One member of the Business Support team will begin a partial retirement working pattern in April.
- 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 comments from the Business Manager.
- 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 PPS Corporate Governance has been designed in preparation for publication week commencing 19 February.
- 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

28/2/18

Date

Next meeting – Wednesday 28 February 2018 at 10:00am
Inspector attending – Stephen Dolan