

## Management Team Meeting Outputs – 18 July 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, PA (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)

- Pay remits – MMcV has reviewed the narrative sections of the pay remits and will forward to JJ today for completion of the finance sections.

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

- JJ presented the papers based on the June 2018 position.
- The budget profile shows staff spend favourable year to date £4K and non-staff unfavourable year to date £1K. The non-cash resource is on target and there is no capital budget.
- The information gathering exercise was returned to FSD on 1 May advising of a £10K pressure in 2019-20 in relation to staff costs.

### 4.0 Staff & Resource requirements

- JC has distributed an expression of interest to the part-time Inspectors regarding additional hours. He has now received these and will review the options.
- The long term plan is to recruit an additional full-time Inspector, but this will depend on the budget.

### 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)

- The CJI Annual Report and Accounts was laid in the Assembly and published on Thursday 5 July.

### 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)

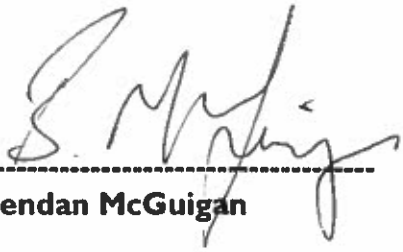
- Work is ongoing to prepare a number of reports for publication.

### 7.0 Inspection Programme - ISO Clause 9.1.3 (c)

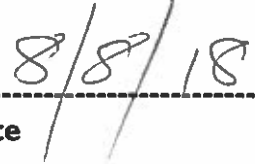
- The inspection programme was discussed with no major issues to address.

### 8.0 AOB

- There were no further points for discussion.



**Brendan McGuigan**



**Date**

Next meeting – Wednesday 1 August 2018 at 10:00am  
Inspector attending – David MacAnulty