

## Management Team Meeting Outputs – 14 March 2018

**Attendees:** Brendan McGuigan, Chief Inspector (BMcG)  
Meloney McVeigh, Business & Communications Manager (MMcV)  
Joanne Jamison, FSD (JJ)  
Linda Boal, PA (LB)

**Apologies:** James Corrigan, Deputy Chief Inspector (JC)

### 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 budget based upon the December monitoring profile.
- An easement of £1k of Capital has been advised to the Department in February.
- The budget allocation for April 2018 has been confirmed as the same as April 2017 with no cut applied.
- Preparation of the year-end accounts are on target.

### 4.0 Staff and resource requirements: requirements and the adequacy of resources ISO Clause 9.3.2 (d)

- MMcV advised that an over payment was made in error by HR Connect to a former member of staff. HR Connect have advised the individual concerned.
- A member of the Business Support team will move to partial retirement at the beginning of 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)

- The first draft of the Annual Report and Account is with Richard Logan for review.
- MMcV has drafted the CJI Business Plan and shared with the CI and DCI for comment.
- MMcV has been in contact with Sponsor Department regarding the Inspector's pay scale re-alignment and a decision is imminent.

### 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)

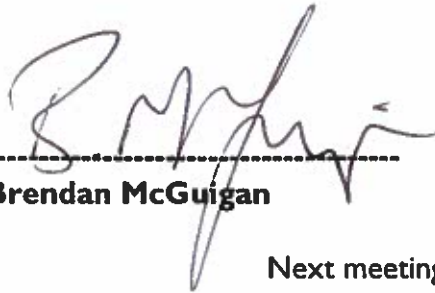
- The Resettlement and Juvenile Justice Centre reports will be progressed following factual accuracy checks.

### 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 28 March 2018 at 10:00am  
Inspector attending – David MacAnulty