

## Management Team Meeting Outputs – 27 March 2019

- Attendees:** Brendan McGuigan, Chief Inspector (BMcG)  
James Corrigan, Deputy Chief Inspector (JC)  
Rachel Lindsay, Inspector (RL)  
Joanne Jamison, FSD (JJ)  
Linda Boal, CSO (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 the papers based on the October monitoring profile. There were no significant changes to report since the previous meeting.
- JJ and JC will meet later today to review the consultancy budget.
- BMcG advised of the additional cost from HMIC in relation to assistance for the latest Ministerial Request inspection. JJ will speak to DoJ regarding payment of this.

**Action: JJ**

- JJ advised there is a small capital budget of £1K which will be used in relation to additional monitors and a few other small purchases.
- JC to remind all staff to submit T&S and any other expenses for approval by midday Friday 27 March 2019 for inclusion in the current budget.

**Action: JC**

### 4.0 Effectiveness of the Quality Management System

- JC presented the monthly report prepared by LB. One internal audit took place which inspected the areas of Preventative and Corrective Actions. The report identified one area for improvement. The SMT discussed the suggestion, but decided that the processes should remain as they are.

**Action: LB**

- There are two outstanding AFIs from previous months which are being worked on by the BCM.

**Action: BCM**

### 5.0 Staff and Resource

- The JEGS questionnaire has now been submitted and the internal Assessors will meet with a focus group of Inspectors on Wednesday 3 April following which they will meet with BMcG and JC.
- Following the outcome of the JEGS exercise, BMcG and JC will then decide on future Inspector recruitment.
- One of the Inspectors currently working additional hours will continue with this

working pattern while another will revert back to part-time working at end of April.

- End of year staff appraisals are scheduled to take place during April.

**6.0 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 discussion.

**7.0 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)**

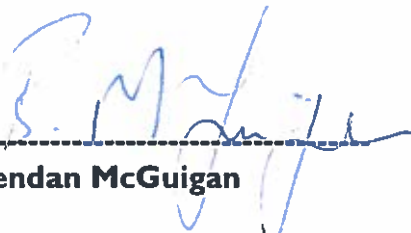
- The Voluntary and Community Sector (Third Sector) report is with the Permanent Secretary for permission to publish and the press release has been drafted.
- The Youth Conferencing follow-up review has been designed and is being prepared for publication in April.

**8.0 Inspection Programme - ISO Clause 9.1.3 (c)**

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

**9.0 AOB**

- There were no further points for discussion.



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**Brendan McGuigan**

10/4/19  
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**Date**

Next meeting – Tuesday 10 April 2019 at 10:00am  
Inspector attending – Ian Cameron