

## Management Team Meeting Outputs – 11 September 2018

**Attendees:** Brendan McGuigan, Chief Inspector (BMcG)  
James Corrigan, Deputy Chief Inspector (JC)  
Meloney McVeigh, Business & Communications Manager (MMcV)  
Joanne Jamison, FSD (JJ)  
Tom McGonigle, Inspector (TMcG)  
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)

- CJI pay remits now with DoF with a few queries to clarify. MMcV will respond.
- Permission to publish the Equality and Diversity report now received.

### 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 monitoring profile.
- The budget profile shows staff spend favourable year to date £2K and non-staff favourable year to date £4K.
- The non-cash resource is £3K favourable to date and there is no capital budget.
- The 2018-19 October monitoring round return was submitted to FSD 3 September. Possible easement in relation to the VAT element of the accommodation charge has been advised, awaiting confirmation from DoF.

### 4.0 Staff & Resource requirements

- Assessment meeting scheduled for 12 September in respect of an EOI post.
- Change in working pattern for one Inspector from October has been agreed.

### 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)

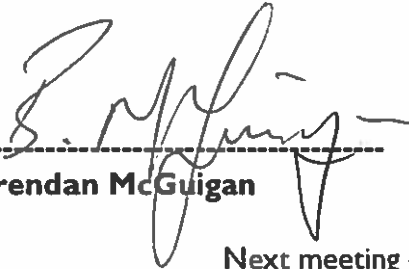
- The Equality and Diversity inspection report is being designed in preparation for publication.
- Final amends to the Maghaberry inspection report are being completed prior to Ministerial submission.

### 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.



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**Brendan McGuigan**

26/9/18  
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**Date**

Next meeting – Wednesday 26 September 2018 at 10:00am  
Inspector attending – Rachel Lindsay