

Management Team Meeting Outputs – 7 May 2014

Those present: Brendan McGuigan, Chief Inspector (BMcG)
James Corrigan, Deputy Chief Inspector (JC)
Meloney McVeigh, Business & Communications Manager (MMcV)
Stephen Dolan, Inspector (SD)
Linda Boal, PA (LB)

Apologies: Billy Irvine, FSD

1.0 Minutes

Minutes of the previous meeting were agreed and signed by BMcG.

2.0 Matters arising - ISO Clause 5.6.2 (e)

- All actioned.

3.0 Finance and Audit - ISO Clause 5.6.2 (a and d)

- Notification of 2014-15 budget was received on 2 May.
- BI and Joanne Jamison from FSD met with JC and MMcV yesterday to discuss the budget and the Resource Accounts audit file for the year.
- The external audit to begin tomorrow 8 May.

4.0 Staff and resource requirements

- MMcV is moving ahead with the business case for the provision of maternity cover for the Business and Communications support officer.

Action: MMcV

5.0 Business Manager Update

- The draft Annual Report and Accounts report was sent to KPMG on Friday 2 May and the final version will be presented to the June meeting of the CJI Audit and Risk Committee prior to submission to the Comptroller and Auditor General (NIAO).
- MMcV proposes to refresh the design of the Annual Report and Accounts report at publication to complement the current inspection report design.
- The Business Plan is well advanced and will be sent to the Minister for approval after a further review of the objectives and targets and confirmation of the 2014-15 budget.

Action: MMcV

6.0 Media & Communications

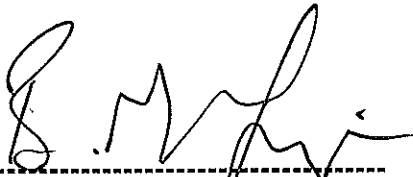
- The CRJI Accreditation report has been designed and is with the Minister for permission to publish.
- State Pathology should be the next report presented to the Minister and SD is finalising the draft with the feedback from the factual accuracy check process.

7.0 Inspection Programme - ISO Clause 5.6.2 (c)

- The inspection programme was discussed with no major issues to address.
- BMcG advised that there will be two additional pieces of work to add to the new programme.

8.0 AOB

- JC advised he is still awaiting the approval letter in respect of the Business Case for the premises move.



Brendan McGuigan

21/5/14.

Date

Next meeting – Wednesday 21 May 2014 at 10:00am
Inspector attending – Stephen Dolan