

## Management Team Meeting Outputs – 9 July 2014

**Those present:** Brendan McGuigan, Chief Inspector (BMcG)  
James Corrigan, Deputy Chief Inspector (JC)  
Bill Priestley, Inspector (BP)  
Linda Boal, PA (LB)

**Apologies:** Meloney McVeigh, Business & Communications Manager (MMcV)  
Joanne Jamison, FSD (JJ)

### 1.0 Minutes

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

### 2.0 Matters arising - ISO Clause 5.6.2 (e)

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

**Action: MMcV**

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

- Joanne Jamison (JJ) provided papers showing the up-to-date position in respect of resource funding, opening budget 2014-15, Annual Report and Accounts, prompt payments and Account NI KPIs. JC presented the papers on her behalf.

### 4.0 Staff and resource requirements

- JC will be meeting with sponsor department regarding the 2015 budget profile.

### 5.0 Business Manager Update

- No points for consideration.

### 6.0 Media & Communications

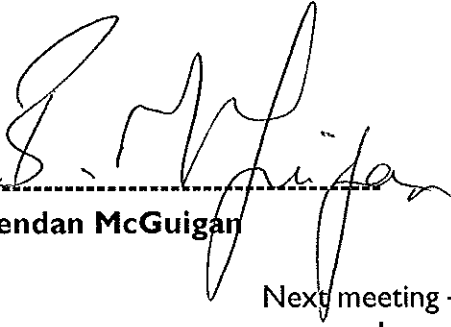
- The Annual Report and Accounts will be published and distributed tomorrow Thursday 10 July.
- Permission to publish State Pathology has been received and the report will be published at the end of July.
- The Serious and Organised Crime report is being prepared for submission to the Minister.

### 7.0 Inspection Programme - ISO Clause 5.6.2 (c)

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

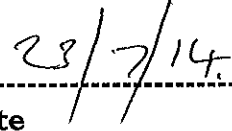
**8.0 AOB**

- There were no further points for discussion.



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**Brendan McGuigan**



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**Date**

Next meeting – Wednesday 23 July 2014 at 10:00am  
Inspector attending – Bill Priestley