

Management Team Meeting Outputs – 11 September 2013

Those present: Brendan McGuigan, Chief Inspector (BMcG)
James Corrigan, Acting Deputy Chief Inspector (JC)
Rachel Lindsay, Inspector (RL)
Billy Irvine, FSD (BI)
Linda Boal, PA (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 - ISO Clause 5.6.2 (e)

There were no matters arising.

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

Finance

- BI distributed finance reports showing the most up to date position.
- The SRC is sitting tomorrow to finalise plans for the 5% budget cut.
- Prompt payment figures have improved and are now 71%.

4.0 Staff and resource requirements

- All pay remits have been approved with payment expected in the September pay run.
- All staff are asked to check their payslips and advise MMcV of any errors immediately so they can be rectified quickly.
- The ASO will be back working full time hours from w/c 16 September.

5.0 Business Manager Update

- No update points from the BM were submitted.

6.0 Media & Communications


- Dealing with the Past, Ash House, Hydebank Wood, FSNI and Approved Premises reports are all with the Minister for permission to publish.

7.0 Inspection Programme - ISO Clause 5.6.2 (c)

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

8.0 AOB

- JC advised that tenders have gone out for design and printing requirements and to assist in the preparation of the business case for office accommodation.



Brendan McGuigan

25 September 2013

Date

Next meeting – Wednesday 25 September 2013 at 10.00am
Inspector attending – David MacAnulty