

## Management Team Meeting Outputs – 28 August 2018

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

**Apologies:** Joanne Jamison, FSD (JJ)  
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)

- The balance of A/L taken and owing by all staff has been updated following the reminder issued by JC after the previous MTM meeting.

### 3.0 Finance and Audit - and information on the performance of external providers. ISO Clause 9.3.2 (c)

- MMcV advised that there had been limited change since the JJ presented the financial papers based on the June 2018 position to the last meeting on 08 August 2018.
- CJI is due to submit its October Monitoring Round profile by 03 September 2018.
- JJ and MMV are to undertake work on this return this week.

### 4.0 Staff & Resource requirements

- No further updates

### 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 has been no update re the submission of CJI's pay CJI pay remits to Sponsor Department for review. MMcV will follow up.
- **Action: MMcV**

### 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)

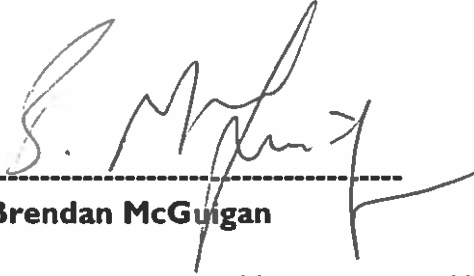
- The designed version of the Equality and Diversity inspection report has been received and progressed by the Lead Inspector (RD) and JC in MMcV's absence. MMV to review ahead of finalisation for publications.
- MMcV to seek an update from Sponsor Division re progression of E&D report in securing permission to publish from the PS.
- **Action: MMcV**

### 7.0 Inspection Programme - ISO Clause 9.1.3 (c)

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

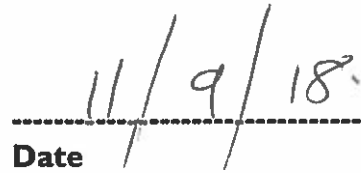
**8.0 AOB**

- No further matters to discuss.



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**Brendan McGuigan**



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**Date**

Next meeting – Wednesday 12 September 2018 at 10:00am  
Inspector attending – Stephen Dolan