

Management Team Meeting Outputs – 10 October 2018

Attendees: Brendan McGuigan, Chief Inspector (BMcG)
James Corrigan, Deputy Chief Inspector (JC)
Meloney McVeigh, Business & Communications Manager (MMcV)
Joanne Jamison, FSD (JJ)
David MacAnulty, Inspector (DMacA)
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)

- Covered in agenda points below.

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 September 2018 position of the June monitoring profile.
- Staff spend against budget is favourable year to date £4K and non-staff favourable year to date £5K.
- There has been no response as yet to the 2018-19 October monitoring round return.
- JJ is preparing the six month accounts.

4.0 Staff & Resource requirements

- The SCS and Grade C 2017 pay remits have been approved and passed to HR Connect for payment.
- There is no further update on the NICS pay remit.
- The business case for the Inspector's pay remit has been re-worked on the existing pay scale and JJ will provide the figures for inclusion in this today.

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)

- MMcV has completed the mid-year Stewardship Statement and returned to Sponsor Department.

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)

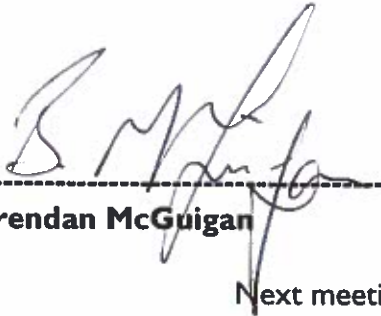
- Permission to publish the Maghberry inspection report has been received and the report is being designed for publication. Discussions have been held with NIPS and DoJ regarding publication.
- The Sexual Abuse and Violence report has been submitted for permission to publish and design.

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.



Handwritten signature of Brendan McGuigan in black ink, written over a horizontal dashed line.

Brendan McGuigan

24/10/18

Date

Next meeting – Wednesday 24 October 2018 at 10:00am
Inspector attending – Roisin Devlin