

Management Team

Terms of Reference

1. Introduction

The Management Team is the management forum representing the Office of the Ombudsman, the Office of the Information Commissioner (OIC) (incorporating the Office of the Commissioner for Environmental Information (OCEI), the Standards in Public Office Commission (SIPOC) and the Commission for Public Service Appointments (CPSA).

2. Membership

The Management Team consists of the Ombudsman, Director General and Principal Officers with responsibility for Corporate Services, ICT, Legal, Quality, Stakeholder Engagement and Communications, SIPOC, OIC, OCEI, Ombudsman and CPSA.

3. Responsibilities of the Management Team

The responsibilities of the Team are specifically to:

1. Support the Ombudsman in the development and delivery of Strategic and Business Plans for the Office
2. Agree the priority of activities within the Office to ensure the most effective and efficient use of resources.
3. Evaluate financial and activity performance against agreed key outputs / targets to ensure effectiveness of financial and management controls.
4. Proactively identify threats and opportunities in the risk environment, review and manage existing risks and ensure that the risk register is updated accordingly.
5. Manage and monitor the effectiveness of policies and procedures in the Office.
6. Consider the implications of recommendations of the Audit Committee and ensure appropriate actions are taken.
7. Ensure Office projects deliver optimum output and effectiveness through appropriate allocation of resources.

8. Encourage and promote innovation throughout Office activities.
9. Foster effective team working across the range of Office functions to ensure optimum efficiency and effectiveness.
10. Promote working methods and conduct that reflect the core values of the Office.

4. Meetings

Meetings are held every month, apart from the month of August. There is no set quorum for Management Team meetings, but they are unlikely to proceed with fewer than five members present. Dates are set in January and members must aim to attend all meetings.

Standing items for the agenda are as follows:

- Review of actions from previous MT meeting
- Business update reports from each Office
- Monthly Finance report
- Reports on performance of Business Plan
- Quarterly reports on Office Risk Register
- Main messages /summary for staff

Additional items are also scheduled into the work programme as appropriate.

5. Reporting

Decisions and key points raised at meetings are formally recorded. Key messages from the meeting are circulated to all staff immediately after the meeting with full minutes circulated to all staff, once agreed by the Team members. Principal Officers also provide an update to their staff at team meetings, which are scheduled as soon as is practicable after the Management Team meeting takes place.

6. Review

These terms of reference will be formally reviewed every two years.

April 2016

