



AUDIT AND RISK MANAGEMENT COMMITTEE

MINUTES OF THE MEETING HELD AT 2.00PM ON MONDAY 10 APRIL 2017 AT THE OFFICE OF THE NORTHERN IRELAND HUMAN RIGHTS COMMISSION, TEMPLE COURT, 39 NORTH STREET, BELFAST, BT1 1NA

Present: Neil Bodger, Chairperson
John Corey
Alan McBride

In attendance: David Russell, Chief Executive
Lorraine Hamill, Finance and Administration
Manager
Claire Martin, Communications Worker
Colin Caughey, Policy Worker
Barbara Smith, General Administrator
Stephen Burrows, Northern Ireland Office
Pauline Poots, Capita

1.0 Apologies

Christine Collins
Alan Davidson, Capita

2.0 Conflicts of Interest

There were no conflicts of interest.

3.0 Chairman's Business

There were no items of Chairman's Business.

4.0 Minutes of the Meeting Held on 30 January 2017

4.1 The minutes of the Audit and Risk Management Committee meeting held on 30 January 2017 were agreed.

5.0 Matters Arising

5.1 *Financial Procedures Manual* – revisions to the Financial Procedures Manual are still to be completed by the Finance and Administration Manager (Paragraph 10.1 of the 30 January 2017 minutes refers).

5.2 *Expenses of the Chief Commissioner and Director* – to be covered under Item 10.0 on the agenda (Paragraph 12.1 of the 30 January 2017 minutes refers).

5.3 *NIO Framework Document* – the Finance and Administration Manager will forward a copy of the framework document to Capita once minor changes have been completed (Paragraph 13.1 of the 30 January 2017 minutes refers).

5.4 The Committee were updated on the report on governance (Paragraph 3.3 of the 30 January 2017 minutes refers).

6.0 Finance and Administration Manager's Report

6.1 The Communications Worker and Finance and Administration Manager updated the Committee on FOI requests, Information Security and the revised Data Retention Policy.

6.2 The Finance and Administration Manager updated the Committee on current recruitment within the Commission.

- 6.3 The Finance and Administration Manager reported on expenditure to 31 March 2017 including variances.
- 6.4 The Committee noted the High Value Purchases to 31 March 2017.
- 6.5 The absence statistics as at 31 March 2017 were reviewed.

7.0 Update on Progress of Internal Audit on Internal Communications

- 7.1 Pauline Poots, Capita, advised the Committee that the fieldwork had been completed and a final version of the report will be presented to the 28 June 2017 meeting.

8.0 Corporate Risk Register 2016-17

- 8.1 The Chief Executive updated the Committee on the Commission's risk register.

9.0 International Events to 31 March 2017

- 9.1 The Committee reviewed the international events attended by Commissioners and staff for the period 1 January 2017 to 31 March 2017.

10.0 Expenses of the Chief Commissioner and Director

- 10.1 The Committee reviewed the expenses of the Chief Commissioner and former Director of the Commission.

11.0 Any Other Business

- 11.1 The Committee were briefed on an option for the Commission to outsource processing and payment of invoices to Account NI.

12.0 Date of Next Meeting

12.1 It was agreed the next meeting of the Audit and Risk Management Committee would take place on
Wednesday 28 June 2017 at 10.00am.

Post meeting note: the date of the Audit and Risk Management Committee was changed to Wednesday 5 July 2017 at 2.00pm.

The meeting closed at 3.30pm