



NORTHERN  
IRELAND  
HUMAN  
RIGHTS  
COMMISSION

**AUDIT AND RISK MANAGEMENT COMMITTEE**

**MINUTES OF THE MEETING HELD AT 10.00AM ON  
MONDAY 30 JANUARY 2017 AT THE OFFICE OF THE  
NORTHERN IRELAND HUMAN RIGHTS COMMISSION,  
TEMPLE COURT, 39 NORTH STREET, BELFAST, BT1 1NA**

**Present:** Neil Bodger, Chairperson  
Christine Collins  
John Corey  
Alan McBride

**In attendance:** Virginia McVea, Director  
David Russell, Deputy Director  
Lorraine Hamill, Finance and Administration  
Manager  
Claire Martin, Communications Worker  
Colin Caughey, Policy Worker  
Barbara Smith, General Administrator  
Therese Murphy, Northern Ireland Office  
Alan Davidson, Capita  
Stephen Ferris, National Audit Office (via  
telephone)

**1.0 Apologies**

None

## **2.0 Conflicts of Interest**

There were no conflicts of interest.

## **3.0 Chairman's Business**

- 3.1 The Chairperson welcomed Alan Davidson, Capita as the newly appointed internal auditors.
- 3.2 The Committee was updated on the item, which had been raised under Any Other Business at the meeting of 27<sup>th</sup> June 2016 in relation to concerns about governance.
- 3.3 The Committee noted that the Chair's report on governance had been completed and issued to Committee members on 15<sup>th</sup> November 2016. The report will be circulated to Commissioners for consideration at the meeting scheduled to take place on 6<sup>th</sup> February 2017. The Committee was advised copies of the report were available.

## **4.0 Minutes of the Meetings Held on 27<sup>th</sup> June 2016 and 8<sup>th</sup> July 2016**

- 4.1 The minutes of the Audit and Risk Management Committee meetings held on 27<sup>th</sup> June 2016 and 8<sup>th</sup> July 2016 were agreed.

## **5.0 Matters Arising**

### ***27<sup>th</sup> June 2016***

- 5.1 *Financial Procedures Manual* – to be discussed at Item 10.0 on the agenda (Paragraph 5.2 of the 25<sup>th</sup> April 2016 minutes refers).
- 5.2 *Internal Audit – Project Management* – the Director advised the Committee that there had been some engagement as part of the internal audit process with the Research Assistant involved with the CFHNRHI project (Paragraph 6.1.2 of the 27<sup>th</sup> June 2016 minutes refers).

- 5.3 *Process for Appointment of New Internal Auditors from September 2016* – the Committee was advised this exercise had been completed and that Capita has been appointed as the Commission’s internal auditors for a period of three years (Paragraph 6.2.1 of the 27<sup>th</sup> June 2016 minutes refers).

### **8<sup>th</sup> July 2016**

- 5.4 *Annual Report and Accounts 2015-16* – the Director advised the Committee that the annual report and accounts had been submitted on time (Paragraph 1 of the 8<sup>th</sup> July 2016 minutes refers).

## **6.0 Finance and Administration Manager’s Report**

- 6.1 The Finance and Administration Manager reported on expenditure to 31<sup>st</sup> December 2016 including any variances.
- 6.2 The Committee noted the High Value Purchases to 31<sup>st</sup> December 2016.
- 6.3 The absence statistics as at 31<sup>st</sup> December 2016 were reviewed.

## **7.0 Proposed Strategic Internal Audit Plan for 2017-2020**

- 7.1 Alan Davidson, Capita advised the Committee on the Proposed Strategic Internal Audit Plan for 2017-2020 and general discussion followed in relation to the proposal and next steps.
- 7.2 The Committee approved the proposed Strategic Internal Audit Plan.

## **8.0 National Audit Office (NAO) Audit Planning Report on the 2016-17 Financial Statement Audit**

- 8.1 The NAO provided an overview of the Audit Planning Report on the 2016-17 Financial Statement Audit and advised initial planning was complete and signed off. The NAO advised the interim visit had been pushed back

from February 2017 to March 2017 and that it intended to follow a similar timetable to previous years.

## **9.0 Corporate Risk Register 2016-17**

- 9.1 The Director updated the Committee on the Commission's risk register.

## **10.0 Financial Procedure Manual**

- 10.1 The Finance and Administration Manager advised the Committee of revisions made to the Financial Procedures Manual and general discussion followed. It was agreed the Finance and Administration would revise the document, which would then be used as a live version.

**Action: Finance and Administration Manager**

## **11.0 International Events to 31 December 2016**

- 11.1 The Committee reviewed the international events attended by Commissioners and staff for the period 1 June to 31 December 2016.

## **12.0 Expenses of the Chief Commissioner and Director**

- 12.1 It was noted that copies of the expenses had been omitted from the papers for the meeting. Copies will be included in the papers for the next Committee meeting.

**Action: Finance and Administration Manager**

## **13.0 Any Other Business**

- 13.1 It was noted that a minor change had been made to the NIO Framework document. It was agreed that the Finance and Administration Manager would forward the revised version to Committee members and to Capita.

**Action: Finance and Administration Manager**

- 13.2 It was noted that this was the last formal Audit Committee meeting of the Director. Members congratulated the Director on her new appointment as

Chief Electoral Officer for Northern Ireland and wished her well in her new role.

- 13.3 The Chair thanked the Director for her hard work and commitment to the Committee and wished her well in her new post.