



## **AUDIT AND RISK MANAGEMENT COMMITTEE**

### **MINUTES OF THE MEETING HELD AT 3.20PM ON MONDAY 27<sup>th</sup> JUNE 2016 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  
Lorraine Hamill, Finance and Administration  
Manager

#### **1.0 Apologies**

None

#### **2.0 Conflicts of Interest**

There were no conflicts of interest.

#### **3.0 Chairman's Business**

The Chairman confirmed that he was in the process of collating the comments received from the strategic risk scenarios.

#### **4.0 Minutes of the Meetings Held on 25 April 2016**

- 4.1 The minutes of the Audit and Risk Management Committee meeting held on 25 April 2016 were agreed.

#### **5.0 Matters arising**

- 5.1 *Financial Procedures Manual* – the Finance and Administration Manager is to resend the revised draft Financial Procedures Manual to Commissioners to comment (paragraph 5.2 of the 25 April 2016 minutes refers).

**Action: Finance & Administration Manager**

- 5.2 *Strategic Risk Paper* – this was discussed under Chairman’s Business (paragraph 12.2 of the 25 April 2016 minutes refers).

#### **6.0 Internal Audit**

- 6.1.1 *Follow Up Review Report*: The Committee discussed which project(s) would be considered suitable as part of the internal audit process in 2016/17.

- 6.1.2 It was agreed that the Commonwealth Forum of National Human Rights Institutions (CFNHRI) project would be audited under Project Management.

**Action: CFNHRI Project to be audited**

- 6.2.1 *Process for appointment of new internal auditors from September 2016*: It was agreed that the Finance and Administration Manager would circulate the previous tender documentation for the appointment of Internal Auditors to the Committee for comment.

**Action: Finance & Administration Manager**

- 6.2.2 It was noted that ASM would not be in a position to reapply.

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

- 7.1 The Committee reviewed the risk register and the progress of actions to minimise the risks identified.

## **8.0 Finance and Administration Manager's Report**

- 8.1 The Finance and Administration Manager reported on expenditure to 31 May 2016 including any variances.
- 8.2 The Committee reviewed the rationale for the single tender action for one purchase over £5,000 and noted the High Value Purchases made over £1,000 for the period 1 April 2016 to 31 May 2016.
- 8.3 The absence statistics as at 31 May 2016 were reviewed.

## **9.0 International Events**

- 9.1 The Committee reviewed the international events attended by Commissioners and staff for the period 1 April 2016 to 16 June 2016.

## **10. Expenses of the Chief Commissioner and the Director**

- 10.1 The Committee reviewed the expenses of the Chief Commissioner and noted there were no expenses for the Director for the period.

## **11. Any Other Business**

- 11.1 The Chair asked the Committee members if they had any issues to be raised under any other business. None were forthcoming. The Chair then asked the Director and she confirmed she had, and that it related to concerns that a Commissioner had raised in relation to governance. The Director provided the Chair with a sheet of paper detailing the issue, and having read it, the Chair requested that Commissioner Collins leave the meeting as she was the person raising the governance concerns and therefore had a conflict of interest in relation to what procedure would be followed in relation to how these concerns should be looked into. No other member of the Audit Committee raised any objection to this course of action.

*Commissioner Collins left the meeting at 4.15pm*

- 11.2 The Committee's attention was drawn to item 5.1 of the minutes of the 180<sup>th</sup> Commission meeting held on 25 April 2016 in which a Commissioner expressed concerns of a governance nature, relating to the production of the Guide for members of the Commonwealth Forum of National Human Rights Institutions utilising the UN Disarmament, Demobilisation and Reintegration (DDR) Standards and the EU Transitional Justice framework.
- 11.3 The Committee agreed that the concerns raised should be looked into.
- 11.4 The Chair suggested that it would be appropriate for ASM to consider the matter as an external independent organisation.
- 11.5 In discussions it was proposed that the Independent Chair of the Audit and Risk Management Committee should undertake this and this was agreed. The Chair abstained from the decision.

*Commissioner Collins returned to the meeting at 4.45pm.*

- 11.6 The Chair informed Commissioner Collins of the discussion that had taken place in her absence.
- 11.7 The Finance and Administration Manager read out the minute of the meeting.
- 11.8 The Chair asked Commissioner Collins if she was happy with the proposal that the Independent Chair of the Audit and Risk Management Committee consider the matter and the impartiality.
- 11.9 Commissioner Collins confirmed she was happy with the decision.

**Action: Chair of Audit & Risk Management Committee**

## **12. Date of Next Meeting**

- 12.1 It was agreed that a special Audit and Risk Management Committee meeting would be held on Friday 8 July 2016 at 2.00pm to approve the Annual Report and Accounts for 2015/16.

*The meeting closed at 4.55pm.*