



NORTHERN
IRELAND
HUMAN
RIGHTS
COMMISSION

AUDIT AND RISK MANAGEMENT COMMITTEE

**MINUTES OF THE MEETING HELD AT 10.00 AM ON
MONDAY 22 JUNE 2015 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

In attendance: Virginia McVea, Director
Lorraine Hamill, Finance and Administration
Manager
Amanda McMaw, ASM
Matthew Madden, ASM

Apologies: Alan McBride
Brian Cassidy, Northern Ireland Office
Therese Murphy, Northern Ireland Office
Stephen Morffew, National Audit Office
Jack Cook, National Audit Office

There were no conflicts of interest.

1. Minutes of the meeting held on 24 April 2015

- 1.1 The minutes of the Audit and Risk Management Committee meeting held on 22 June 2015 were agreed following minor amendments to points 3.4 and 3.6.

2. Matters arising

- 2.1 All Commissioners had now completed the online Information and Security Training. (Paragraph 2.1 of the previous minutes refers).
- 2.2 The Director advised the Committee that due to unforeseen circumstances there had been a delay in reviewing Commissioners' expenses. An update will be provided to the next Committee meeting. (Paragraph 2.2 of the previous minutes refers).
- 2.3 The risk register will be discussed in detail at the September Audit and Risk Management Committee meeting and a full register will be available on-screen. (Paragraph 4.3 of the previous minutes refers).
- 2.4 The Finance and Administration Manager updated the Committee on the final external audit which has been delayed from 22 June to 24 June. The National Audit Office (NAO) have confirmed that the audit will be completed by 3 July and that the annual report and accounts, along with the NAO completion report will be available for approval on Monday 6 July 2015.
- 2.5 The Director confirmed that the amendments had been made to the NIO and NIHRC Framework Document and that a final version had been received in May 2015. (Paragraphs 9.2 and 9.3 of the previous minutes refer).

3. Internal Audit

2015/16 Annual Internal Audit Plan

- 3.1 ASM confirmed that the Annual Internal Audit Plan for 2015/16 had been finalised and agreed with Management. The internal audit of:

Communications and Legal Services would take place week commencing 10 August 2015; and
IT, information security and business continuity would take place week commencing 9 November 2015.

A follow up review on Project Management would also take place week commencing 18 January 2016.

- 3.2 The Director agreed to include audit arrangements in ALB discussions on effectiveness and efficiency proposals around the potential for shared services.

Progress Report on Internal Audit Recommendations outstanding from 2013/14

- 3.4 The Finance and Administration Manager updated the Committee on progress against each recommendation and confirmed that two of the recommendations were now fully complete and two partially complete.
- 3.5 A date for fraud awareness training is to be arranged for the Director and Deputy Director.
Action: Finance & Administration Manager
- 3.6 The Director advised the Committee that there had been a delay in finalising the amendments to the Financial Procedures Manual due to other work commitments.
Action: Finance & Administration Manager
- 3.7 The Director updated the Committee on budgeting information from the NIO.

4. Corporate Risk Register

- 4.1 The Director updated the Committee on the new risks that had been included in the Commission's risk register.

5. Finance and Administration Manager's Report

- 5.1 The Finance and Administration Manager reported on expenditure to 31 May 2015 including any variances.
- 5.2 The Committee noted the High Value Purchases to 31 May 2015.
- 5.3 The absence statistics as at 31 May 2015 were reviewed and the Director reported that a Deputy Principal was now on long term sick leave.
- 5.4 Commissioners, the Director and Deputy Director have completed, as required, a Related Party Declarations form for 2014/15 and a Register of Interest for

2015/16. These will now be uploaded to the Commission's website.

6. Draft Annual Report and Accounts 2014-15

- 6.1 The Finance and Administration Manager presented the draft annual report and accounts 2014/15.
- 6.2 The Committee considered and approved the Governance Statement included in the annual report and accounts 2014/15.
- 6.3 The Committee approved the draft annual report and accounts 2014/15 subject to minor amendments.
- 6.4 The final annual report and accounts 2014/15 would be presented to the Committee for sign off and final approval on Monday 6 July 2015 and it was anticipated that the report would be laid in Parliament before summer recess.
- 6.5 The Director confirmed that the Chair had agreed to an extension of his contract and that he would remain as Chair of the Audit and Risk Management Committee for a further year.

7. International events to 31 May 2015

- 7.1 The Committee reviewed the international events attended by Commissioners and staff.

8. Expenses of the Director

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

9. Gifts and Hospitality Register

- 9.1 The Committee noted the gifts and hospitality provided for the period 1 April to 31 May 2015 and noted that no gifts and hospitality had been received for that period.

10. Date of next meeting

- 10.1 There would be a special Audit and Risk Management Committee meeting on Monday 6 July 2015 at 10.30am to approve the final annual report and accounts.