



NORTHERN
IRELAND
HUMAN
RIGHTS
COMMISSION

AUDIT AND RISK MANAGEMENT COMMITTEE

**MINUTES OF THE MEETING HELD AT 3.15PM ON
MONDAY 25TH APRIL 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
Barbara Smith, General Administrator
Amanda McMaw, ASM
Emma McAdam, ASM

1.0 Apologies

None

2.0 Conflicts of Interest

ASM raised a conflict of interest in relation to any discussions on the renewal of contracts for the internal audit function. The Chairman advised this would be discussed under Any Other Business. ASM to leave the meeting during these discussions.

3.0 Chairman's Business

Nothing raised.

4.0 Minutes of the Meetings Held on 17th December 2015

4.1 The minutes of the Audit and Risk Management Committee meeting held on 17th December 2015 were agreed.

5.0 Matters arising

5.1 *Chairman's Business – Strategic Risk Paper* – to be covered under Any Other Business (Paragraph 3.0 of the 17 December 2015 minutes refers).

5.2 *Financial Procedures Manual* – the Finance and Administration Manager advised she had not received feedback from any Commissioners in relation to the manual. It was agreed this would be circulated again to Commissioners for comments before it is submitted to the NIO (Paragraph 10.0 of the 17 December 2015 minutes refers).

Action: Finance & Administration Manager

6.0 Internal Audit

6.1 *Follow Up Review Report*: The Committee was updated on the three areas under the summary of findings i.e. advice to government and research (including investigations); project management; and financial systems. Discussion followed in relation to recommendations which were not implemented or were unable to be tested due to suitable projects not being available.

Further discussion followed in relation to possible project management processes for future human rights inquiries and the Chairman suggested it may be helpful for the Director to write to ASM to provide clarity in this respect.

Action: Director

- 6.2 *2015-2016 Progress Report*: The Committee was updated on progress against the 2015-16 Internal Audit Progress Report.
- 6.3 *Annual Internal Audit Assurance Report 2015/16*: The Committee was updated on the key findings of the report and advised of a 'Satisfactory' rating for the year.

7.0 Corporate Risk Register 2015-16

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

8.0 Finance and Administration Manager's Report

- 8.1 The Finance and Administration Manager reported on expenditure to 31 March 2016 including any variances.
- 8.2 The Committee noted the High Value Purchases to 31 March 2016.
- 8.3 The absence statistics as at 31 March 2016 were reviewed.

John Corey left the meeting

9.0 International Events

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

10. Expenses of the Chief Commissioner and the Director

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

11. Gifts and Hospitality Register

- 11.1 The Committee noted the gifts and hospitality provided and received for the period 1 April 2015 – 31st March 2016.

ASM left the meeting

12. Any Other Business

- 12.1 Discussion took place in relation to the renewal of contracts for the internal audit function. It was agreed to extend the current contract with ASM for three months with a view to the recruitment process taking place in late July 2016 and new internal auditors being in place in September 2016.

It was further agreed the Committee would meet in June 2016 to discuss papers for the above process.

Action: Director/Finance & Administration Manager

- 12.2 Discussion took place in relation to Matters Arising – Item 3.0 Chairman’s Business – Strategic Risk Paper. The Committee agreed to bring this item back to the June 2016 meeting of the Committee for further discussion. It was further agreed the Finance and Administration Manager would recirculate the scenarios provide by the Chairman to the Committee via email.

Action: Finance & Administration Manager