

**AUDIT AND RISK MANAGEMENT COMMITTEE**

**MINUTES OF THE MEETING HELD AT 2.00 PM ON MONDAY 16 JUNE 2014 AT THE OFFICE OF THE NORTHERN IRELAND HUMAN RIGHTS COMMISSION, TEMPLE COURT, 39 NORTH STREET, BELFAST, BT1 1NA**

**Present:** Neil Bodger, Chairperson

 Christine Collins

 Marion Reynolds

Alan McBride

**In attendance:** Virginia McVea, Director

David Russell, Deputy Director

Lorraine Hamill, Finance and Administration Manager

 Rebecca Magee, Personal Assistant

Pauline Poots, ASM

Duncan Russell, National Audit Office (By telephone)

Emily Capnerhurst, National Audit Office (By telephone)

 Colin Caughey (Agenda Item 4)

**Apologies:**  Stephen Torney, Northern Ireland Office

**1. Minutes of the meeting held on 3 March 2014**

1.1 The minutes of the Audit and Risk Management Committee meeting held on 3 March 2014 were agreed as an accurate record.

**2. Matters arising**

2.1 Online Information and Security Training for Commissioners and the Chair of the Audit and Risk Management Committee is ongoing – this will be completed by the end of the summer period. (Paragraph 2.1 of the previous minutes refers).

**Action: Committee members**

2.2 Restructure of the Administrative team is complete. Three members chose voluntary redundancy and 1 member successfully went through the internal trawl for the new post of Personal Assistant. Recruitment for the full time General Administrator is complete and the new member of staff will take up post on 23 June. (Paragraph 2.2 of the previous minutes refers).

2.3 The move to Northern Ireland Civil Service Policies is complete. (Paragraph 2.3 of the previous minutes refers).

2.4 The NIO and NIHRC Framework document is with the NIO following amendments. The previous Framework document is still operational. (Paragraph 2.4 of previous minutes refers).

**Action: NIO / Director**

2.5 The Business Continuity Plan will be shared with staff in July-August following the return of the Communications Worker from maternity leave. (Paragraph 2.5 of the previous minutes refers).

**Action: Director / Finance & Administration Manger**

**3. Internal Audit**

3.1 The Committee noted that the Annual Assurance Report in respect of the 2013-14 year provided a satisfactory rating of the Commission’s systems in relation to risk management, control and governance and they were adequate and operated effectively.

3.2 The Committee noted that the Commission had met all of the Internal Audit KPIs in respect of the 2013-14 year.

3.3 The Committee approved the Draft Internal Audit Charter (“the Charter”). Some of the items dealt with in the Charter are:

* The objective of the internal audit
* The scope of the internal audit provision
* The independence of internal audit
* Internal Audit reporting process
* Annual Assurance reporting

3.4 The Committee discussed and approved the Proposed 2014-15 Annual Internal Audit Plan. It was agreed to include a day for follow-up review of Corporate Governance and Budgetary Control in the 2014-15 Audit Plan.

**Action: ASM**

3.5 The Committee noted the progress in implementing the Internal Audit recommendations from 2013/14. It was agreed to include a traffic light status to provide a more accurate indication of the outstanding recommendations.

 **Action: Finance & Administration Manager**

**4. Oral update on United Nations Convention on the Rights of Persons with Disabilities (UNCRPD) engagement event**

*Colin Caughey, Policy Worker, joined the meeting at 2:45pm.*

4.1 The Committee was provided with an update on the UNCRPD side event that the Commission held at the International Co-ordinating Committee in Geneva in March.

*Colin Caughey, Policy Worker, left the meeting at 2:55pm.*

**5. Corporate Risk Register 2013-14**

5.1 The Committee discussed the Risk Register.

5.2 The Director drew attention to the key risks and highlighted that the budget cuts proposed by the NIO for 2015-16 is the key risk at present.

**6. Annual Report and Accounts 2013-14**

6.1 The Committee discussed the Annual Report and Accounts 2013-14.

6.2 The Committee discussed the Benefits in Kind section of the accounts, and discussed the Treasury Guidelines that set out the bands in the remuneration figures.

6.3 The Committee approved the Annual Report and Accounts 2013-14.

**7. National Audit Office Audit Completion Report (including management letter) on the 2013-14 financial statements audit**

7.1 The National Audit Office updated the Committee on the Completion Report for the 2013-14 financial statements audit.

7.2 The Committee reviewed and approved the findings set out in the report, including the draft letters of representation and audit certificates.

**8. Finance Report as at 31 May 2014**

8.1 The Committee reviewed expenditure to the end of May 2014.

**9. High Value Purchases to 31 May 2014**

9.1 The Committee noted the High Value Purchases to 31 May 2014.

**10. International events to 31 May 2014**

 10.1 Nothing to report.

**11. Expenses of the Interim Chair**

11.1 The Committee reviewed the expenses of the Interim Chair.

**12. Gifts and Hospitality Register**

12.1 The Committee noted the gifts and hospitality given and received for the period to the end of May 2014.

**13. Any other Business**

 13.1 There was no other business.

**14. Dates of the next meetings**

* 1. The dates of the next meetings are:
* Monday 15 September 2014 at 2pm *(subsequently changed to Tuesday 21 October 2014 at 2.30pm)*
* Monday 15 December 2014 at 2pm