

**AUDIT AND RISK MANAGEMENT COMMITTEE**

**MINUTES OF THE MEETING HELD ON FRIDAY 27 SEPTEMBER 2013 AT 1:00PM AT THE NORTHERN IRELAND HUMAN RIGHTS COMMISSION, TEMPLE COURT, 39 NORTH STREET, BELFAST, BT1 1NA**

**Present:** Neil Bodger, Chairperson

 Marion Reynolds

 John Corey

**In attendance:** David Russell, Deputy Director

Lorraine Hamill, Finance and Administration Manager

 Rebecca Magee, Executive Assistant

Alice Neeson, Communications Assistant (Agenda item 5)

Colin Caughey, Policy Worker (Agenda item 7)

 Pauline Poots, ASM

 Simon Burrows, Northern Ireland Office

**Apologies:** Christine Collins

 Amanda McMaw, ASM

 Nick Clarke, NAO

**1. Minutes of the meeting held on 28 June 2013**

1.1 The minutes of the Audit and Risk Management Committee meeting held on 28 June 2013 were agreed as an accurate record, proposed by Commissioner Marion Reynolds and seconded by Commissioner John Corey.

**2. Matters arising**

2.1 The Finance and Administration Manager confirmed that the draft Management Statement and Financial Memorandum had been sent to the NIO for approval. (Paragraph 2.1 of the previous minutes refers).

 **Action: NIO/Director**

2.2 The Finance and Administration Manager confirmed that Commissioners and the Chair of the Audit and Risk Management Committee should complete the online Information and Security Training. She will forward details of the new e-learning package when it becomes available. (Paragraph 2.2 of the previous minutes refers).

**Action: Finance and Administration Manager Commissioners /Chair**

2.3 It was noted that Committee members had received a copy of the HM Treasury Audit and Risk Assurance Committee Handbook in their papers. (Paragraph 3.2 of the previous minutes refers).

2.4 The Deputy Director discussed with the Committee the ongoing communication with NIPSA through the JNCC on policies and the potential to move to Northern Ireland Civil Service (NICS) policies. The Committee recommended that the move to the NICS policies take place and referred back to the Commission board to decide on a course of action for further negotiations with NIPSA on the matter. This was proposed by Commissioner John Corey and seconded by Commissioner Marion Reynolds. (Paragraph 4.4 of the previous minutes refers).

  **Action: Director**

2.5 The Finance and Administration Manager confirmed that the Commission providing IT back-up support to other organisations was secure and that the Commission had an SLS Certificate and an alarm system in place at the Equality Commission for Northern Ireland to alert of any failings in the system. The Finance and Administration Manager also confirmed that a recent internal audit of IT within the Equality Commission provided a substantial rating. (Paragraph 4.5 of the previous minutes refers).

2.6 The Finance and Administration Manager confirmed that the accounts were led in Parliament on 17 July. (Paragraph 8.4 of the previous minutes refers).

**3. Terms of Reference**

3.1 The Finance and Administration Manager reported that the Terms of Reference had been updated to reflect the HM Treasury Handbook.

3.2 The Committee agreed that from 1 November 2013 the Terms of Reference membership would be changed in order to reflect Commissioner John Corey stepping down to take on the role of Interim Chair of the Commission and Commissioner Alan McBride joining the Audit and Risk Management Committee. This was proposed by Commissioner John Corey and seconded by Marion Reynolds.

 **Action: Finance and Administration Manager**

**4. Internal Audit**

4.1 The Finance and Administration Manager updated the Committee on the progress in implementing the recommendations of the Internal Audit Report.

**Action: Business Continuity is to be added to the agenda for the next meeting**

4.2 ASM updated the Committee on the Draft Internal Audit Strategy. Commissioners adopted the Strategy, proposed by Commissioner Marion Reynolds and seconded by Commissioner John Corey.

4.3 ASM updated the Committee on the Internal Audit Schedule for 2013-14 and agreed to provide an update to each Committee meeting.

  **Action: ASM**

**5. Oral Update on Website**

*Alice Neeson, Communications Assistant joined the meeting at 2:40pm*

5.1 The Communications Assistant briefed the Committee on the information available on the Commission’s website.

5.2 The Committee discussed the website being in line with the ICO Model Publication Scheme.

5.3 The Communications Assistant discussed the user experience of the website in order to improve the content of the website including links to papers and the search facility.

*Alice Neeson, Communications Assistant left the meeting at 2:55pm.*

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

6.1 The Finance and Administration Manager discussed the new Risk Register format using the new Magique software with the Committee.

6.2 The Deputy Director updated the Committee on the various risks highlighted in the report.

**7. Oral Update on Annual Statement**

*Colin Caughey, Policy Worker joined the meeting at 3:05pm.*

7.1 The Policy Worker updated the Committee on the progress of the Annual Statement.

7.2 The Committee was provided with details of the Launch of the Annual Statement on 10 December in the Long Gallery, Stormont.

*Colin Caughey, Policy Worker left the meeting at 3:10pm.*

**8. National Audit Office Management Letter on the 2012-13 Financial Statements Audit**

8.1 This item was dealt with under matters arising.

**9. Finance Report as at 31 August 2013**

9.1 The Committee reviewed expenditure until the end of August 2013.

**10. High Value purchases to 17 September 2013**

 10.1 The Committee noted that there had been no single tender action for purchases over £5,000 from 21 June – 17 September 2013.

 10.2 The Committee noted purchases made over £1,000 from 21 June 2013 – 17 September 2013.

**11. International Events to 31 August 2013**

11.1 The Committee noted the International Events to 31 August 2013.

**12. Expenses of the Chief Commissioner to the end of August 2013**

12.1 The Committee noted the Expenses of the Chief Commissioner to the end of August 2013.

**13. Gifts and Hospitality Register**

13.1 The Committee noted that no gifts/hospitality had been received but that 4 gifts had been given. It was agreed that these were at the discretion of the Director as under £100.

**14. Any other Business**

14.1 On 23September Commissioner John Corey stepped down as member of the Audit and Risk Management Committee to take up the position of Interim Chair, this takes effect from 1 November. Commissioner Alan McBride has been nominated as Commissioner Corey’s temporary replacement. As the outgoing Chief Commissioner was a signatory it was agreed that Commissioner John Corey would become a signatory and named as such in the Financial Procedures Manual. This was proposed by Chair Neil Bodger and seconded by Commissioner Marion Reynolds.

14.2 The Committee discussed the savings from the salary of the outgoing Chief Commissioner.

14.3 The Finance and Administration Manager confirmed that issues with the outgoing Chief Commissioner’s pension had been resolved.

14.4 The Service Level Agreement documents are to be shared with the Committee.

 **Action: Director**

**15. Dates of Next meeting**

15.1 The date of the next meeting of the Audit and Risk Management Committee is Friday 13 December at 10:30.

15.2 The date of the meeting in February is to be discussed at the December meeting.

 **Action: Chair**

The meeting closed at 3:55pm