



NORTHERN  
IRELAND  
HUMAN  
RIGHTS  
COMMISSION

**AUDIT AND RISK MANAGEMENT COMMITTEE**

**MINUTES OF THE MEETING HELD AT 10.30 AM ON  
MONDAY 15<sup>TH</sup> DECEMBER 2014 AT THE OFFICE OF THE  
NORTHERN IRELAND HUMAN RIGHTS COMMISSION,  
TEMPLE COURT, 39 NORTH STREET, BELFAST, BT1 1NA**

**Present:** Neil Bodger, Chairperson  
John Corey  
Alan McBride

**In attendance:** Virginia McVea, Director  
Lorraine Hamill, Finance and Administration  
Manager  
Barbara Smith, General Administrator  
Amanda McMaw, ASM  
Jack Cook, National Audit Office (By telephone)

**Apologies:** Christine Collins  
Simon Burrows, Northern Ireland Office  
Brian Cassidy, Northern Ireland Office

Neil Bodger opened the meeting by acknowledging the death of Duncan Russell (National Audit Office) and extended sympathies to Jack Cook on behalf of the Committee.

**1. Minutes of the meeting held on 21 October 2014**

- 1.1 The minutes of the Audit and Risk Management Committee meeting held on 21 October 2014 were agreed as an accurate record.

## **2. Matters arising**

- 2.1 The Director advised the Committee that the Chair of the Audit and Risk Management Committee had completed the Online Information and Security Training. The Finance and Administration Manager advised that some Commissioners were scheduled to complete the training during the week commencing 15<sup>th</sup> December 2014. (Paragraph 2.1 of the previous minutes refers).

### **Action: Committee Members**

- 2.2 The Director updated the Committee in respect of the tax implications relating to expenses, following receipt of correspondence from HMRC. The Director advised she is awaiting a response from the NIO and agreed to follow up with the NIO in relation to this matter. (Paragraph 2.7 of the previous minutes refers).

### **Action: Director**

The Director also updated the Committee in relation to the proposed premises move, in light of negotiations with the landlord of the current premises and information received in relation to rates increases which will be applicable to the proposed new premises.

The Director advised the Committee of a meeting which is scheduled with the Permanent Secretary in January 2015.

- 2.3 The Director advised the Committee that to date a response has not been received from the NIO in relation to the NIO and NIHRC Framework document. (Paragraph 2.2 of the previous minutes refers).
- 2.4 The Finance and Administration Manager advised the Committee that the Business Continuity Plan was due for review in December 2014. She further advised that she had met and shared the plan with the NIO, who will respond with any comments. (Paragraph 2.3 of the previous minutes refers).

## **3. Internal Audit**

- 3.1 The Committee were briefed on the ASM Internal Audit Reports: (1) Financial Systems and (2) Follow Up Review.

(1) Financial Systems:

ASM advised the Committee of a 'Satisfactory' assurance rating and 8 recommendations which had been accepted by management. ASM gave a brief overview of each recommendation and level of priority.

(2) Follow Up Report:

ASM advised the Committee of 9 recommendations – 3 in relation to Budgetary Control and Management Information and 6 in relation to Corporate Governance and Risk Management. ASM further advised the Committee in relation to those recommendations which to date have been either fully or partially implemented.

#### **4. Corporate Risk Register**

- 4.1 The full Corporate Risk Register was displayed on screen for the Committee. The Director gave an overview of some of the key risks and explained how the data was inputted and categorised. The Committee agreed it would be beneficial to have the full Corporate Risk Register available to view on screen at each meeting, in case more detailed information was required over and above the dashboard analysis. The Finance and Administration Manager agreed to provide a detailed Corporate Risk Register to the Committee.

**Action: Finance and Administration Manager**

#### **5. Finance and Administration Manager's Report**

- 5.1 The Finance and Administration Manager had compiled a report which included additional information in relation to absence statistics.

- (1) Finance Report:  
The Committee noted the Finance Report as at 30 November 2014.
- (2) High Value Purchases:  
The Committee noted the High Value Purchases to 8 December 2014.
- (3) Absence Statistics:  
The Committee noted the Absence Statistics to end November 2014.

## **6. International events to December 2014**

- 6.1 Nothing to report, however, a Commissioner's recent attendance at an ENNHRI event in Brussels will be added to the schedule by the Finance and Administration Manager.

**Action: Finance and Administration Manager**

## **7. Expenses of the Chief Commissioner**

- 7.1 The Committee reviewed the expenses of the Chief Commissioner.

## **8. Gifts and Hospitality Register**

- 8.1 The Committee noted the gifts and hospitality given or received for the period to the end of October 2014.

## **9. Any other Business**

- 9.1 Information Service:  
The information service graphs were displayed on screen for the Committee. The Director and the Finance and Administration Manager briefed the Committee on the background to developing the information service; how the information is collated and how the data analysis may be used to determine future projects.
- 9.2 Auditing Standards:  
The NAO enquired as to whether there was any knowledge of actual or alleged fraud in NIHRC. The Committee confirmed they had no knowledge of any actual or alleged fraud within the organisation.

## **10. Dates of the next meetings**

- 10.1 The dates of the next meetings are:
- 9<sup>th</sup> March 2015 – 10.30am
  - 22<sup>nd</sup> June 2015 – 10.30am