

**Audit and Risk Assurance Committee Meeting Outputs**  
Thursday 17 October 2019, 10:00am at CJI offices

**Attendees:**

<b>Independent member: (Acting Chair)</b>	Mairead McCafferty (MMcC)
<b>Independent member:</b>	Derek Anderson (DA)
<b>DoJ Sponsor Division :</b>	Claire Robinson (CR)
<b>DoJ Internal Audit:</b>	Amanda Oliver (AO)
<b>NIAO</b>	Pamela Dugdale (PD) NIAO
<b>External Audit</b>	Dawn Johnston (DJ) Deloitte
<b>FSD</b>	Joanne Jamison (JJ) FSD
<b>Criminal Justice Inspection (CJI):</b>	James Corrigan (JC) Meloney McVeigh (MMcV)
<b>A&amp;RAC Secretary:</b>	Linda Boal (LB) CJI

<b>Agenda No</b>	<b>Description / Comments</b>
<b>1</b>	<b>Introduction / acknowledgements</b> MMcC welcomed everyone to the meeting.
<b>2</b>	<b>Apologies</b> Garry Currie (GC) NIAO Katrina Wall (KW) Deloitte Brendan McGuigan (BMcG) CJI Stephen Dolan (SD) CJI
<b>3</b>	<b>Declaration of interest / Conflict of interest</b> <ul style="list-style-type: none"><li>• None.</li></ul>
<b>4</b>	<b>Minutes of previous meeting – 6 June 2019 and matters arising</b> The minutes of the previous meeting were agreed with two minor amends and signed. <b>Matters arising:</b>

Pt 5 – actioned.

Pt 7 – Review of financial accounts postponed until May 2022.

Pt 8 – actioned.

**5 Report summarising any significant changes to CJI’s Risk Register.**

- MMcV advised that the Risk Register had been reviewed by all staff at the September General Staff Meeting with no changes to report. The Risk Register will be kept under review.

**6 Consider the External Audit management letter for the previous year, any emerging findings from the current interim/in-year work of External Audit and External Audit’s approach to their work.**

- DJ stated there were no issues to report and nothing further to add.

**7 Consider the External Audit strategy proposed in respect of the current year’s accounts.**

- DJ will schedule a meeting for early next year to discuss and agree the strategy. No significant changes are anticipated with the exception of an anticipated risk in relation to Brexit.

**Action: DJ.**

- MMcC agreed that the pressures of resourcing Brexit could have an impact.
- DJ advised that any points in respect of the Partnership Agreement that arise during the course of other audits, will be fed back into the CJI Audit Committee for information and learning.

**8 Internal Audit Charter 2019-20**

- AO spoke to the Charter for the Provision of Internal Audit Services to CJI 2019-20 which had been distributed in advance of the meeting.
- MMcC queried a few minor points which were clarified by AO.
- DA commented that it was good practice to have such a comprehensive document in place.
- The Charter was noted and agreed by the Committee.
- AO confirmed that the areas of HR and IT will be looked at in the fourth quarter. A meeting will be arranged to discuss the plan for 2020-21.

**Action: AO.**

**9 Consider any residual actions arising from the previous year’s work of both Internal and External Audit.**

- The RTTCWG Final Report was distributed to members in advance of the meeting.
- The Report was noted and agreed by the committee.

**10 An update on the six-month set of accounts.**



- JJ confirmed that the six month accounts had been prepared and will be forwarded to Richard Logan (FSD) next week.
- There are no issues to report.

**11 Report from management on whistle blowing and fraud issues.**

- MMcV advised of a nil return.

**12 Report from management on any direct award contracts**

- MMcV advised of a nil return.

**13 Report summarising the expenses submitted by the Chief Inspector and the Deputy Chief Inspector.**

MMcV provided the relevant figures as undernoted:

- *Since the last meeting – CI and DCI:*

Government Procurement Card		Travel & Subs	
CI	£1,560.00	CI	£61.40
DCI	£22.30	DCI	£6.00

**14 Review of CJI's gifts and hospitality register**

Since the last meeting:

*the following gifts and hospitality have been received;*

- Nil return

*the following gifts and hospitality has been extended;*

- Nil return

**15 AOB**

***New Partnership Agreement***

- MMcV will take this forward with Sponsor Department.

CR advised the Committee that the new CJI Chief Inspector will be confirmed today as Jacqui Durkin who will take up post from 30 November 2019.

MMcC noted that she had enjoyed working with Brendan McGuigan during her time on the Audit Committee.

DA also expressed his thanks and added that Jacqui Durkin will be an excellent appointment.

***JEGS Update***

- JC has received legal advice from DSO which stated that the current Inspectors' pay scale is contractual and cannot be reduced. While it could

be frozen, the advice was that this could lead to staff unrest and could lead to litigation and discrimination claims.

- While the advice was that new Inspectors could be recruited at NICS Grade 7, this could again lead to litigation and discrimination claims and create a two tier workforce.
- Having considered the legal advice, JC will advise Sponsor Department that CJI will not move away from what is currently in place and Inspectors will stay on the existing bespoke pay scale.
- A business case is being prepared to align the bottom of the Inspector pay scale with that of the NICS Grade 7. This would mean removing two points, leaving eight, versus the five points on the NICS Grade 7 scale.
- It is the intention to run an Inspector recruitment exercise at the end of this year as one Inspector is retiring in December and indications are that there may be other changes early in the new-year.
- JC added that it would be helpful to have all the issues resolved prior to the recruitment exercise.
- CR asked what the timescales would be and JC confirmed it would be early 2020.
- DA asked if the decision to remain with the current pay scale and the proposed changes to it lies with CJI.
- MMcV confirmed that the changes to the pay structure would need approval from Sponsor Department and DoF.
- CR advised that Sponsor Department had met to consider the options and it was helpful to know the plans regarding the recruitment exercise.
- MMcV hoped there would be an update at the next Oversight Meeting.
- MMcC asked about the staff reaction.
- JC advised they had written to him considering legal action but this was on hold pending the outcome.
- DA stated that this issue needs to remain on the agenda.
- MMcV advised that three business cases are being prepared: one to revise the Inspector pay scale; one in relation to additional Inspector resource and the other to procure external support for the recruitment exercise. Once completed, the business cases will be sent to Sponsor Department for consideration and approval.
- JC confirmed that the CJI Chief Executive holds the risks which are substantial.
- CR added that Sponsor Department are keen to have the matter resolved to everyone's satisfaction.

## **16 Dates of next meetings**

The meeting dates for meeting for the next financial year were agreed as follows:

Winter - Thursday 23 January 2020 at 10am.

Spring – Thursday 9 April 2020 at 10am

Summer - Thursday 4 June 2020 at 10am.

All meetings will be held in Block I Knockview Buildings, Stormont Estate.

**PROTECT**

*Derek Anderson*

**Derek Anderson**  
**Acting Chairperson**

*23<sup>rd</sup> January 2020*

**Date**