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AUDIT and RISK ASSURANCE COMMITTEE MEETING

Thursday 22nd October 2015, 10:00am at CJI offices

Attendees:

- Non-executive Chairperson: Eddie Simpson (**ES**)
- Independent member: Sam Pollock (**SP**)
- DoJ Sponsor Division: William Jeffrey (**WJ**)
- DoJ Internal Audit: Amanda Oliver (**AO**)
- FSD: Joanne Jamison (**JJ**)
- CJI: Paula Mhic Artáin (**PMA**)
Brendan McGuigan (**BMcG**)
Meloney McVeigh (**MMcV**)
James Corrigan (**JC**)

Agenda

No.: Description / Comments:

1 **Introduction / acknowledgement.**

ES welcomed everyone to the meeting and introduced AO who was representing DOJ Internal Audit on behalf of Derek Anderson (DA).

ES and SP attended a one day training event provided by Department of Justice's Audit and Risk Assurance Committee for independent board members. ES said the event was informative. SP said he had received hard copies of the presentations delivered at the training event and was happy to share the material with CJI.

Action SP

2 **Apologies.**

Derek Anderson (**DA**), IA;
Finula Magowan (**FM**), NIAO; and
Stephen Dolan (**SD**), CJI.

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3 Declaration of interest / conflict of interest.

Nil Return.

4 Minutes of previous meeting – 4th June 2015 and Matters Arising.

The minutes of the previous meeting were circulated and agreed.
ES signed the minutes and passed to PMA.

Matters arising Item 15

. MMcV said she had met with DA and discussed the Assurance Mapping for CJI. MMcV said she would be meeting with the senior management team to agree the layout for CJI. The document would be presented at the Winter meeting.

Action MMcV.

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

ES said risks and scores remained the same since the Summer meeting with minor amendments made to the wording of some counter measures.

In reference to risk 4.2 ES asked JJ to give the Committee an update of the six-month set of accounts as this item was on the agenda for discussion.

JJ said the six-month set of accounts was complete with nothing significant to report.

JJ said CJI would face challenges with the proposed cuts of either five percent or 10 percent to the 2016/17 baseline budget. BMcG said a five percent cut to the 2016/17 baseline budget would impact on the inspection programme. MMcV said risk 4.2 *Recurring annual budget cuts together with in-year reductions undermines the range and depth of inspections*, was at the highest inherent risk of 100%.

ES asked the Committee to consider and agree that the risk register was a true reflection of the risks CJI faced.

The Committee considered and agreed the risk register was a true reflection of the current risks faced by CJI.

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

MMcV said she had received the final management letter from NIAO and would forward the Letter to PMA to circulate to attendees.

Action MMcV & PMA

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

MMcV received an update from FM to say the NIAO were currently tendering for External Audit support and the contract was scheduled to be awarded in November 2015. MMcV said FM advised that the External Audit strategy would be similar to last year's strategy.

8 Consider any residual actions arising from the previous year's work of both Internal & External Audit.

Nil return.

9 An update on the six-month set of accounts 15/16.

This was discussed under item 5.

10 Report from management on whistle blowing and fraud issues, if applicable.

Nil return.

11 Report from management on any direct award contracts during the period.

Nil return.

12 Report summarising the expenses submitted:

- the Chief Inspector; and
- the Deputy Chief Inspector.

MMcV provided the relevant figures.

Since the last meeting –

CI: £67.83

DCI: £0.00

Total: £67.83 (travel and subs)

In the past 4 months –

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CI: Nil
DCI: £120.32
Total: £120.32 (procurement card)

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

MMcV – provided the relevant figures. They were as follows:

Hospitality given £40.
Hospitality received £0.

15 **AOB**

Four issues were raised under AOB. They were:

DAO (DFP) 09/15 – Annual compliance of the use of External Consultants 2013-14.
JC said CJI would have cause to use External Consultants. ES highlighted the importance for CJI to follow the guidelines set out in the policy in the use of External Consultants.

Judicial Review

BMcG noted CJI had received notice of a pending Judicial Review.

ES contract as a non-executive member to end on the 31st August 2016

ES advised the Committee the Summer Meeting due to be held on the 2nd June 2016 would be his last Committee meeting with his contract ending on the 31st August 2016. ES said CJI would need to appoint a third non-executive member by Summer meeting.

New non-executive Independent member

JC said Mairéad McCafferty (MMcC), Chief Executive of the Northern Ireland Commission for Children and Young People (NICCY), would be joining the Committee as an independent non-executive member from January 2016. ES welcomed the appointment of MMcC to the Committee and said he looked forward to working with her.

16 **Dates of next three meetings**

Winter Meeting - Thursday 28th January, 10am;
Spring Meeting – Thursday 14th April, 10am;
Summer Meeting – Thursday 2nd June, 10am.

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E. A. Simpson

E. A. Simpson
Chairperson

28 Jan. 16

Date

