

# PROTECT



## Audit and Risk Assurance Committee Meeting Outputs

Thursday 18 October 2018, 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>	Avril Galloway (AG)
<b>DoJ Internal Audit:</b>	Amanda Oliver (AO)
<b>NIAO</b>	Karen Beattie (KB) NIAO, Assignment Director
<b>FSD</b>	Joanne Jamison (JJ)
<b>Criminal Justice Inspection (CJI):</b>	Brendan McGuigan (BMcG) James Corrigan (JC) Meloney McVeigh (MMcV)
<b>A&amp;RAC Secretary:</b>	Linda Boal (LB) CJI

### Agenda Description / Comments

No

- 1 Introduction / acknowledgements**  
MMcC welcomed everyone to the meeting.
- 2 Apologies**  
Richard Gardiner, (RG) RSM UK;  
Julie Canning, (JCa) NIAO Assignment Manager;  
Stephen Dolan (SD) CJI; and  
Michael Scofield (MS) External Audit.
- 3 Declaration of interest / Conflict of interest**
  - None.
- 4 Minutes of previous meeting – 7 June 2018 and matters arising**
  - The minutes of the previous meeting were agreed and signed.
  - Point 8 – MMcV confirmed this had been actioned and the CJI Annual Report and Accounts were laid in the Assembly on 5 July 2018.

## 5 Report summarising any significant changes to the CJI Risk Register.

MMcV spoke to the CJI Risk Register which had been reviewed by all staff at the General Staff Meeting in September.

- *1.2 Risk of contravening document and record management policy, legislation and guidance.* Counter measure updated to reflect GDPR.
- *4.2 Inaccurate processing of staff salaries/deductions resulting in payment/contribution errors.* Whilst there have been no additional inaccuracies, a watching brief will be kept on this risk as staff pay remits are due to run through the system.
- *2.2 CJI is unable to deliver a meaningful, relevant inspection programme that contributes to the delivery of PfG outcomes.* Counter measures have been updated to show risk in relation to staff and budget due to work currently being undertaken regarding the Inspector role.

JC advised the Committee that CJI Inspectors were originally recruited on an analogous grade 7/6 and then treated as a NIO Grade A salary scale. Around devolution of justice, they were moved to a bespoke Inspector scale which was between the NICS G6-7 scales. Work undertaken by the NICS to shorten its payscales has resulted in the bottom of CJI's Inspector scale sitting significantly below the bottom point of the NICS G7 scale. CJI became aware of this position following the last Inspector recruitment competition in 2016. CJI Senior Management realised that they needed to realign the bottom of the Inspector salary scale to the bottom of G7. In order to do this, Sponsor Department requested that a JEGS evaluation be carried out. For CJI the impact is twofold: A G7 grade could have morale and equality implications. While a G6 evaluation would be good for Inspectors, it would put an immediate pressure on the CJI budget which could result in losing an Inspector post to pay for the additional longer term salary cost. The JEGS process is now due to commence.

DA advised that he has seen this before, when the bottom of a salary scale needed reviewed and suggested that existing Inspectors may have lost out over time and posed the question was there likely to be a pay claim and a pay protection issue. JC confirmed that these questions have been raised by CJI with Sponsor Department but we need to await the outcome of the JEGS evaluation before they can be answered. JC stated that any JEGS evaluation may not apply retrospectively and that CJI will be seeking independent legal advice on this matter.

DA asked if Trade Union was being kept informed of any developments. He also suggested that it might be worthwhile speaking with the PPS who had a similar issue. JC confirmed CJI had been in contact with the PPS.

MMcC asked who would be paying the cost of the JEGS evaluation, and JC confirmed that Sponsor Department were funding it.

MMcC enquired if there could be a possibility of a retrospective salary claim and DA added that there is a possibility this could be applied back to when the NICS scales were reviewed.

JC agreed that this was an area of high risk to CJI.

# PROTECT

Criminal Justice Inspection  
Northern Ireland  
*a better justice system for all*



MMcC asked where the request originated for the JEGS evaluation and AG advised this was requested by Sponsor Department following the recent business case for the Inspectors' pay remit.

MMcC suggested that if the result was a higher pay award, then DA's points were valid and that there could be an issue around those on revised salaries.

JC advised that there would be a need for some protection and that is why CJI will be seeking legal advice to ensure no-one is disadvantaged.

DA advised that the NICTS also went through a similar exercise.

DA was pleased to hear the 2017 pay remits were going through and agreed with the plans to keep a watching brief on HR Connect transactions.

MMcV confirmed that CJI were trying to manage this relationship as best as possible by not submitting too many changes at one time as CJI had no control over the HR Connect systems and have had to take steps to address previous errors in payments.

**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.**

- KB spoke to this point confirming that the report distributed was the final version of the draft report shared at the June meeting.
- The audit was given an unqualified rating with no issues and just a few minor adjusted errors.
- MMcC commended everyone involved in ensuring same.

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

- KB advised that within their planning cycle the audit strategy for 2018-19 wouldn't be issued until January-March 2019.
- KB went on to advise that the NIAO are in the process of tendering for a new audit provider which could potentially result in a new Contractor carrying out audits on behalf of the NIAO. As a higher level of security clearance cannot be requested as part of this process, there may be a slight delay in obtaining this.
- AO confirmed this was the case and had been advised that it was taking approximately 26 weeks to obtain security clearance.
- KB confirmed that while there could be a slight delay, it would not affect the final outcome.
- MMcV asked when the tender was going live and KB advised the tender document was currently being prepared with KPIs being finalised and hoped the date would be before Christmas 2018.
- MMcV requested an update at the January A&RAC meeting with a view to having sight of the audit strategy at the April meeting at the latest.
- KB advised that there are two key elements; one is the timeline and the other is the significant risk, but she should still be in a position to update the Committee at the January meeting.

**Action: KB**

# PROTECT



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

- MMcV confirmed there were no actions to report.

**9 An update on the six-month set of account 2018-19.**

- JJ has prepared the six-month account for review by Richard Logan.
- There are no issues to report and preparations have now commenced on the nine-month accounts.

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

MMcV advised of nil returns.

**11 Report from management on any direct award contracts (DACs) during the period.**

MMcV advised of a nil return.

**12 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	£36.00	CI	£147.90
DCI	£31.70	DCI	£11.00

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

Since the last meeting:

*the following gifts and hospitality have been received;*

- Brendan McGuigan in respect of a working lunch with Belfast Harbour Police - £15

*the following gifts and hospitality has been extended;*

- To Action of Elder Abuse and CJI Inspectors - 4 coffees @ £9.80
- CJI Inspector and HMCPSI Inspector Working lunch £21.25

MMcV confirmed that all items above were in relation to legitimate business purposes.

These matters were noted by Chair and other members of Committee with no concerns.

**14 AOB**

- MMcC invited BMcG to update on the situation regarding his position.

# PROTECT

Criminal Justice Inspection  
Northern Ireland  
*a better justice system for all*



- BMcG advised the Committee that he was verbally invited to stay in post for another year.
- AG stated that this would shortly be confirmed by letter from the new Permanent Secretary.
- DA extended his congratulations.
- BMcG added that he was continuing to act as interim Prisoner Ombudsman and that this work was now taking up more time in respect of Death in Custody reports, meetings with families etc. He has indicated to Sponsor Department that this has an impact on CJI and is grateful to JC for his support in progressing CJI inspection work.
- AG advised that the Commissioner for Public Appointments has confirmed that BMcG can continue to provide cover for up to one year as there is a statutory responsibility to have a Chief Inspector in CJI.
- DA asked if the current legislation goes through successfully can the situation be resolved and AG confirmed that it would, adding that Sponsor Department were grateful to BMcG for his continuing support.

## 15 Dates of next meetings

Dates of meetings for the next year are as follows:

Thursday 24 January 2019 @ 10am

Thursday 11 April 2019 @ 10am

Thursday 6 June 2019 @ 10am

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

  
Mairead McCafferty  
Acting Chairperson

24.1.19  
Date

