

PROTECT



Audit and Risk Assurance Committee Meeting Outputs Thursday 7 June 2018, 10:00am at CJI offices

Attendees:

Independent member: (Acting Chair)	Mairead McCafferty, (MMcC)
Independent members:	Sam Pollock, (SP) Derek Anderson (DA)
DoJ Sponsor Division :	Avril Galloway (AG)
DoJ Internal Audit:	Amanda Oliver (AO)
External Audit:	Richard Gardiner, (RG) RSM UK, (representing Michael Scoffield)
NIAO	Julie Canning, (JCa) NIAO Assignment Manager
FSD:	Joanne Jamison, (JJ)
Criminal Justice Inspection (CJI):	Brendan McGuigan (BMcG) James Corrigan, (JC) Meloney McVeigh, (MMcV) Stephen Dolan, (SD)
ARAC Secretary:	Linda Boal, (LB) CJI

Agenda No	Description / Comments
1	Introduction / acknowledgements MMcC welcomed everyone to the meeting. Introductions of members included Derek Anderson, the new Independent member of the Committee.
2	Apologies Karen Beattie, (KB) NIAO, Assignment Director; and Michael Scoffield (MS) External Audit.
3	Declaration of interest / Conflict of interest

- DA advised that until September 2017 he was Head of DoJ Internal Audit. Should any items of potential conflict relating to that period arise DA will excuse himself from the meeting.
- MMcC welcomed DA on board.

4 Minutes of previous meeting – 18 April 2018 and matters arising

- The minutes of the previous meeting were circulated, agreed and signed.
- Pt 7 CJI Risk Register. MMcV had discussed the point at the Sponsor Oversight meeting.
- Pt 11 CJI Governance Statement. MMcV had taken the point forward and it is included in the Governance Statement as part of the CJI Annual Report and Accounts.
- As BMcG was absent from the last Committee meeting, he took this opportunity to extend his thanks to SP for his support and contribution to the CJI Audit and Risk Committee.
- MMcC added her thanks to SP for his support and work on the ARAC Committee at this time as he needed to leave before the end of the meeting.

5 Discuss the implications of the result of the Accounting Officer's review of effectiveness of the system of control in relation to the Governance Statement.

- JC had reviewed the document in advance of the meeting.
- It was agreed the matters highlighted in the paper remain an accurate reflection of the position.
- JC drew attention to bullet point 4 on page 38 of the Annual Report and Accounts which noted CJI had attained a satisfactory level of Assurance in the Head of Internal Audit's Annual Report and Opinion report.
- The Accounting Officer statement on Assurance (pg 38) remains reflective of the true position at year end.
- Going forward, CJI seek to remain focused on ensuring Corporate Governance remains an organisational priority.
- MMcC commended JC, BMcG and all Staff on robust governance procedures across the organisation.

6 Consider the (emerging) External Audit opinion (Audit Completion Report) for the financial year 2017-18.

- JCa expressed her thanks to RSM for the report and advised that it is proposed the C&AG will certify the 2017-18 financial statement with an unqualified audit opinion, without modification.
- RG presented the Emerging External Audit Opinion Report which confirmed that no report on the account was required.

PROTECT



- During the audit, internal controls; accounting systems and procedures were reviewed. No priority one recommendations in relation to regularity and the internal control environment were identified.
- The audit was a clean process and RG extended his thanks to CJI staff for that.
- There were no changes to the scope of the audit and no significant risks were identified. There were no significant items which would indicate an override of the control system in place in the sample audited.
- Looking at the financial reporting and accounting policies in respect of internal control, remuneration etc. there are no findings to report.
- There were a small number of minor unadjusted misstatements which exceeded the trivial threshold of £1,000, but these were not material and have no impact on the audit opinion.
- One recommendation from last year which rolled over into this reporting year in relation to the disposal of IT equipment is now closed off.
- The final form of the C&AG's Audit Certificate has yet to be finalised.
- RG asked if there were any questions from the Committee, but there were none.
- MMcC thanked staff for their excellent work in this area and outcome of the audit.
- DA expressed his view that the new NIAO reporting format was much more user friendly as was the External Audit Strategy document.
- DA asked how the unadjusted misstatement would be tracked and RG confirmed they would go through as normal and would be unadjusted.
- SP commented that the rigor of CJI staff was always appreciated and the organisation was well run.

7

Review and consider the accounts.

- The Annual Report and Accounts had been distributed to all attendees in advance of the meeting.
- JJ spoke on the covering note prepared for the Audit Committee and highlighted that the information from Civil Service pension's referred to in the Remuneration note on page 3 had now been received and included in the Annual Report and Accounts.
- The paper detailed the key dates for accounts:
 - 7 June: CJI Audit and Risk Committee meeting approval;
 - 8 June: Account and letter of representation signed by Accounting Officer to be submitted to C&AG;
 - 22 June: NIAO review completed and accounts signed by Comptroller and Auditor General;
 - 6 July: Last date for laying accounts/report in NI Assembly.
- JJ invited any questions from members, of which there were none.
- MMcC asked if there were any further comments pertaining to the report. There were no further comments.
- MMcV will now progress the Report.

Action: MMcV

- 8 **Advise the Accounting Officer on signing the accounts and Governance Statement.**
- MMcC advised the Independent Members were content for the Accounting Officer to sign the Annual Report/Accounts including Governance Statement.
 - SP and DA confirmed.
 - There were no issues raised.
 - MMcV will now progress the Report.
- Action: MMcV.**
- 9 **Report summarising any significant changes to CJI's Risk Register.**
- MMcV spoke to the CJI Risk Register which had been distributed to members in advance of the meeting. The Register had been reviewed at the CJI staff meeting on 29 May 2018. Given the short period of time since the last Audit and Risk Committee, there were no changes to report.
 - DA commented that it was disappointing to see a risk in relation to HR Connect again on the Risk Register.
 - MMcC confirmed matters had been discussed at previous meeting.
- SP excused himself from the meeting at this point.
- 10 **Consider Internal Audit's Assurance Report and Opinion for the financial 2017-18.**
- AO spoke to the Internal Audit Annual Report and Opinion which gave an overall opinion rating of Satisfactory.
 - The report stated there have been no significant issues identified over the past three years.
 - The 2017-18 Annual Audit Plan endorsed by the Audit and Risk Committee and progressed towards completion was monitored by the Committee during the year. The plan has now been completed.
 - There were no recommendations made by Internal Audit for CJI.
 - The report was noted by Committee members.
 - MMcC confirmed GDPR is included in the next (2018-19) business year's audit plan as discussed at previous meeting.
- 11 **Audit and Risk Assurance Committee Handbook (NI) 2018 – Updated version**
- The updated version of the Handbook had been distributed to Committee members in advance of the meeting and its contents were noted.
- 12 **Report from management on whistle blowing and fraud issues, if applicable.**

PROTECT

Criminal Justice Inspection
Northern Ireland
a better justice system for all



MMcV advised of a nil return.

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

MMcV advised of a nil return.

14 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	0	CI	£112.50
DCI	£21	DCI	£2.70

15 Review of CJI's gifts and hospitality register

Since the last meeting no gifts or hospitality have been received or extended by the CI, DCI or CJI staff.

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

16 AOB

MMcV confirmed that following the suggestion from AO, the Internal Audit plan for 2018-19 had been amended to include GDPR.

17 Dates of next meetings

Proposed dates of meetings for the next year are as follows:

Thursday 18 October 2018 @ 10am

Thursday 24 January 2019 @ 10am

Thursday 11 April 2019 @ 10am

Thursday 6 June 2018 @ 10am

Any conflicts of dates should be advised to LB

Action: All members

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


Mairead McCafferty
Acting Chairperson


Date

