

AUDIT COMMITTEE MEETING Thursday 2nd December 2010

Those present: Willie McCarney (**WMcC**), Non Executive Chairperson;
Brendan McGuigan (**BMcG**), CJI Deputy Chief Inspector;
Brian Clerkin (**BC**), ASM;
Eddie Simpson (**ES**), Independent member
Vicki Quigley (**VQ**), NIAO;
Paula McCullough (**PMcC**), CJI Secretary;
Meloney McVeigh (**MMcV**), CJI Business & Communications
Manager;
Michael Maguire (**MM**), CJI Chief Inspector;
Stephen Dolan (**SD**), CJI Inspector;
William Jeffrey (**WJ**), DOJ
Stephanie Brotherston (**SB**), Finance Manager;

Apologies: Karen Beattie (**KB**), NIAO

1 Introductions

WMcC welcomed everyone and introduced **SB** as the new Finance Manager.

2 Minutes of meeting of 18th June 2010

WMcC signed the previous minutes dated the 18th June 2010 as factually accurate.

3 Matters Arising

WMcC asked whether **MMcV** or **KB** would be responsible for carrying out the BACs sample. **MMcV** said she needs to speak with **KB**.

Action MMcV

MMcV said all points on the 09/10 Governance have been actioned.

WMcC asked **WJ** did he get clarity on the laying of accounts. **WJ** said the accounts had been laid in the NIA at the end of July.

WMcC said he is waiting confirmation on the changes **KB** suggested for the audit committee self assessment.

Action KB

MMcV said the contingency server has been tested and the IT Systems Administrator was satisfied with the testing.



WMcC said the process to upload the Audit Committee minutes to the website has been finalised. **MMcV** said the uploaded minutes will be formatted as per other CJI documents and will carry the CJI logo.

Action PMcC

4 Update on CJI Risk Register

MMcV said the risk register was reviewed on the 29th November 2010 and updated the committee of all changes. **WJ** asked for electronic copies to be circulated to all members

Action PMcC

5 Updated Internal/External Audit Recommendations

MMcV said all recommendations had been actioned. **ES** asked for the document which summarises the recommendations and changes to be circulated to all members.

Action PMcC

6 Update on Audit Committee Self Assessment

WMcC updated members on the audit committee self assessment.

7 Single Tender Actions

MMcV presented one Single Tender Action to the Audit Committee for notification in relation to two inspections, namely the handling of sexual offence cases and Legal Services Inspection.

8 Travel and Subsistence expenditure of Chief and Deputy Chief Inspectors

MMcV presented the Chief and Deputy Chief Inspector expenditure to the Audit Committee for notification.

9 A.O.B



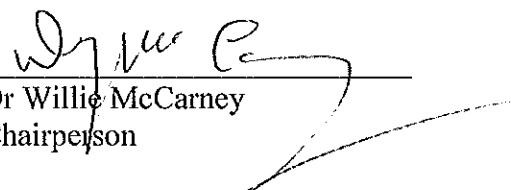
ES asked **BC** whether a date has been scheduled for the internal audit. **BC** said the audit will take place during the week commencing 24th January 2011.

VQ said that NIAO are expecting tenders to go out shortly to sub contract work carried out by the NIAO. **VQ** said it will have no impact on the NIAO auditing of CJI and the NIAO will have the final say on the accounts. **BMcG** said **KB** had contacted him previously to discuss this.

ES asked **WJ** if DOJ have heard anything from the NIA for next years budget. **WJ** said that Nick Perry (**NP**) is not able to distribute any information until the budget is finalised.

10 Date for the next meeting

Friday 25th March 2010 at 10.00am.


Dr Willie McCarney
Chairperson

29/03/11
Date

