

**Minutes of Audit & Risk Assurance Committee Meeting No. 33  
held on Tuesday 5 September 2017 at 10am in the Charity  
Commission for Northern Ireland office, Lurgan**

**Present:**

Norman Bennett, Chair  
Séamus Magee, Commissioner  
Kieran Donaghy (Independent Member)

**In Attendance:**

Frances McCandless, Chief Executive  
Aubrey McCrory, Head of Corporate Services  
Peter Toner, DfC VCD  
Eamonn O'Reilly, DfC Internal Audit  
Denver Lynn, NI Audit Office  
Natasha Mann, Finance & Admin Officer

The meeting commenced at 9:50am.

**1. Minutes of Meeting**

The minutes of the Audit & Risk Assurance (A&RA) Committee meeting held on 9 May 2017, were agreed as a true and accurate record. Proposed by Kieran Donaghy, and seconded by Séamus Magee.

**AP1: Minutes of the meeting to be recommended to the Board for approval.**

**2. Conflicts of Interest**

The Chair reminded members of the need to declare any conflicts of interest prior to the meeting commencing. No declarations were made in relation to this meeting.

**3. Chair's Comments**

None noted.

**4. Risk register**

The Head of Corporate Services introduced the paper and outlined the changes to the Board. The Chair outlined the roles of the Audit and Risk Committee and Board in implementing the register and invited comments. Following discussion, the committee agreed to recommend

the risk register, subject to minor amendments, to the Board as proposed by Norman Bennett and seconded by Séamus Magee.

**AP2: Risk register to be updated and recommended to Board for approval.**

**5. Review of financial procedures**

The Head of Corporate Services outlined the three minor changes to the procedures to the committee which, following discussion, were approved as proposed by Kieran Donaghy and seconded by Norman Bennett.

**AP3: Finance procedures to be recommended to Board for approval.**

**6. Fraud and Whistleblowing report**

None noted.

**7. NIAO Report to those charged with governance**

Denver Lynn, NIAO, introduced the report and thanked Commission staff for their assistance. He outlined that the NIAO was content for the audit to be completed, the accounts signed and the Comptroller and Auditor General's opinion had been reported to the Assembly on 29 June 2017. The committee noted there were no Priority 1 or 2 recommendations and only one Priority 3 recommendation. It was also noted that there were no observations to make on the financial statements and no significant audit judgements.

The Chair thanked NIAO and congratulated the Commission staff.

**8. Audit recommendations implementation report**

The Head of Corporate Services introduced the paper and outlined progress.

**AP4: Copy of People Strategy to be forwarded to Kieran Donaghy.**

**9. Budget**

The Head of Corporate Services introduced the paper and outlined changes to the meeting such as the impact of seconded member of staff on costs and changes to programme delivery costs. Following discussion, the committee agreed the paper subject to minor amendments.

**AP5: Budget to be updated to include costs for seconded member of staff**

**10. ICT Risks**

The Head of Corporate Services introduced the paper outlining a separate Information & Communication Technology (ICT) risk registered following recommendation by Internal Audit. Following discussion, it was agreed that SMT would consider the threshold for project/programme risk register issues to escalate to corporate risk register.

**AP6: Consider threshold for project/programme risk register issues to escalate to corporate risk register to be brought to next committee meeting**

**11. Meeting of members and Auditors without staff present**

The Committee noted positive feedback from Eamonn O'Reilly, Internal Audit, regarding cooperation from management and staff in relation to carrying out audit activities.

The Committee also noted positive feedback from Denver Lynn, NIAO.

**12. Internal Audit Terms of Reference for 1<sup>st</sup> Assignment**

Eamonn O'Reilly, Internal Audit, presented the paper and outlined the plan for the coming year which is due to commence 11 September 2017. It was noted that the intention is for the 1<sup>st</sup> assignment paper to be ready for the next committee meeting.

**13. Committee self-assessment**

The Committee agreed to meet separately to go through the assessment.

**AP7: Suitable date to be arranged for meeting in mid/late October. Venue to be sourced.**

**14. Lessons learnt from governance training**

Several committee members and staff attended a course on Public Accountability and governance for Audit and Risk Committees which was hosted by the Chief Executives' Forum on 9 March 2017. The Chair introduced lessons learnt from this training. Following discussion, it was agreed that issues relevant to the Audit & Risk Committee should be raised.

**AP8: Plan briefing for committee on cyber security**

- 15. Review of conditions attached to business case approvals**  
The Head of Corporate Services outlined details in the report and arrangements to monitor spend. Following discussion, it was agreed to include spend to date against amount approved in the paper.

**AP9: Include spend to date against amount approved in business case update.**

- 16. DAO letters summary**

Noted.

- 17. AOB**

None.

- 18. Issues for next meeting**

Next meeting scheduled for 29 November 2017.

Meeting ended at 11.40am

## Audit & Risk Committee

### Register of Outstanding Action Points

| <b>Committee Meeting and Action Point Number</b> | <b>Date Raised</b> | <b>Agenda Item</b> | <b>Action</b>                                                                                                                                | <b>Owners</b> | <b>Status</b> |
|--------------------------------------------------|--------------------|--------------------|----------------------------------------------------------------------------------------------------------------------------------------------|---------------|---------------|
| 33 (1)                                           | 05/09/17           | 1                  | Minutes of the meeting to be recommended to the Board for approval.                                                                          | HCorpS        | Completed     |
| 33 (2)                                           | 05/09/17           | 4                  | Risk register to be updated and recommended to Board for approval                                                                            | HCorpS        | Completed     |
| 33 (3)                                           | 05/09/17           | 5                  | Finance procedures to be recommended to Board for approval                                                                                   | HCorpS        | Completed     |
| 33 (4)                                           | 05/09/17           | 8                  | Copy of People Strategy to be forwarded to Kieran Donaghy                                                                                    | HCorpS        | Completed     |
| 33 (5)                                           | 05/09/17           | 9                  | Budget to be updated to include costs for seconded member of staff                                                                           | HCorpS        | Completed     |
| 33 (6)                                           | 05/09/17           | 10                 | Consider threshold for project/programme risk register issues to escalate to corporate risk register to be brought to next committee meeting | HCorpS        | Completed     |
| 33 (7)                                           | 05/09/17           | 13                 | Suitable date to be arranged for meeting in mid/late October. Venue to be sourced.                                                           | HCorpS        | Completed     |
| 33 (8)                                           | 05/09/17           | 14                 | Plan briefing for committee on cyber security                                                                                                | HCorpS        | Underway      |

|        |          |    |                                                                                      |        |           |
|--------|----------|----|--------------------------------------------------------------------------------------|--------|-----------|
| 33 (9) | 05/09/17 | 15 | Business case paper to be updated to include spend to date amounts                   | HCorpS | Completed |
| 30 (3) | 15/11/16 | 7  | A&RA involvement in Section 22 decisions to be part of wider Board discussion        | HCorpS | Underway  |
| 29 (8) | 29/9/16  | 12 | New assurance check on complying with Code of Good Governance (2013) to be developed | HCorpS | Underway  |