

**MINUTES OF THE COMMUNITY RELATIONS COUNCIL'S
49th AUDIT & RISK ASSURANCE COMMITTEE HELD ON THURSDAY
27th October 2016 @ 11.00AM IN COMMUNITY RELATIONS COUNCIL,
EQUALITY HOUSE, 7-9 SHAFTESBURY SQUARE, BELFAST BT2 7DP.**

Present: Mr R Campbell (Chair), Ms D Close

Internal attendees: Ms J Irwin (CEO), Mr G McKeown (DFAP Director),
Ms T Wilson (Finance Officer), Ms T Gibson (PA to CEO / Board)

External attendees: Mr Jonathan Buick (ASM), Mr P Robinson (The
Executive Office), Ms Deborah Parke (NIAO)

1 **Apologies:** Mr D Mackay

2 **Minutes [Appendix 1]:**

Minutes were taken as read.

3 **Matters Arising:**

Audit Training: Mr Campbell said he was unable to attend the training but advised that Ms R McGlone had gone in his place. Ms J Irwin informed him that Ms R McGlone had not in fact attended the training. Mr R Campbell offered his apologies.

29th September Audit meeting: this meeting did not take place as the Report to Those Charged with Governance (RTTCWG) was not complete.

4 **Verbal update on 2015/16 Annual Report and Accounts**

Mr G McKeown, Director of Finance, Administration and Personnel provided members with an update on the status of the 2015/16 Annual Report and Accounts.

Mr McKeown confirmed that the updated IAS 19 report for the years ended 31st March 2014, 31st March 2015 & 31st March 2016 had been received from the actuary, that the adjustment were being made and that the revised Annual Report and Financial Statements would sent to the NIAO by Friday 28th October.

Mr G McKeown added that CRC and NIAO have an agreed an timetable for the Annual Report and Accounts to be completed for the Companies House deadline of 31st December 2016.

5 Internal Audit Report:

Mr J Buick, ASM, provided an update on the current status of the 2016/17 internal audit plan. 4 reviews were scheduled to take place, three have been completed. ASM said the IT review would take place in January 2017.

ASM reported on the outcome of the Financial Controls review and the Grants Administration review. The committee noted that only priority 3 observations were made in the report. Management confirmed that actions plans were in place to ensure that recommendations were implemented at the earliest opportunity.

6 Internal investigations into funded groups:

Ms J Irwin issued members with an up to date report on the audit investigations.

Group 1 – Ms J Irwin said the Chair of the organisation concerned provided a verbal update to the Director of Funding and Development and said he would put this information into writing.

Group 2 – Ms J Irwin said this was a new group which had been added to the audit investigations as the group had entered administration. She added that CRC are seeking to vouch the final quarter of the groups claim for 2015/16. The first three quarters of the organisations 15/16 claim has been vouched. The remaining amount to be vouched is £23k and would be completed when the information becomes available.

7 Risk Register:

Ms J Irwin explained that a fully updated Risk Register would go to the next Audit and Risk Assurance Committee meeting when the RTTCWG was finalised.

She said, at present, there are two amber risks which have been outstanding for some time relating to new policies and economic issues.

She added that the new policies risk may be de-escalated as a result of the governance and staffing reviews which are to be discussed by the Board at a special Board meeting on Friday 28th October. She explained that the economic risk relates to the pension issue and said that TEO and their Finance Department are trying to work out a way to which CRC would be compliant with the requirement to be “no better or worse off”.

Ms J Irwin thanked Mr P Robinson, TEO, and his colleagues for the work they were doing in trying to find a resolution to the pension issue.

Mr P Robinson, referred to the TEOP Transition Project mentioned under the “New Policies” section of the Risk Register and informed the committee that this was now not going to be taken forward. Ms J Irwin suggested that Mr P Robinson put this in writing, which he agreed to do.

8 Register of Audit (Internal & External) Recommendations [Appendix 9]:

The Committee received an update from management on progress implementing audit recommendations. The Committee was satisfied that all recommendations are being tracked and implemented on timely basis.

Mr G McKeown said he intended to make some changes to the format of the Audit Recommendations Register. Ms J Irwin said TEO had asked for some more detailed information to be included in the register. Members suggested adding page numbers and the inclusion of dates.

9 ASM Contract Extension:

Please see notes above.

10 AFMD Guidance [Appendix 10]:

Ms T Wilson drew member’s attention to the *DAO (DoF) 08/16 Use and approval of confidentiality clauses/agreements in dispute settlements*.

Mr R Campbell asked Ms T Wilson for a copy of this. Ms T Wilson said she would get him a copy.

11 Direct Awards:

None.

12 AOB:

None

13 Date of Next Meeting:

Thursday 8th December 2016 @ 11.00am.