

**Community Relations Council 66<sup>th</sup> Audit and Risk Assurance Committee**  
**Friday 1<sup>st</sup> March 2019 @10am**  
**Board Room, CRC Offices, Equality House**

**In attendance:** Mr Rory Campbell (Chair), Ms Delia Close, Mr Don MacKay

**Present:** Ms Jacqueline Irwin (CEO), Gerard McKeown (DFAP), Susan Nicholson (TEO), Amanda McMaw (ASM).

1. **Apologies:** Kathy Doey (Northern Ireland Audit Office)

2. **Minutes**

The Minutes of the 17<sup>th</sup> January 2019 Audit and Risk Assurance Committee were agreed as being true and accurate.

3. **Matters Arising**

None.

4. **Audit Investigation into Funded Groups**

The CEO updated the Committee on the investigation into a group, which had previously been funded by CRC. She explained that TEO have advised CRC to vouch the last quarter payments. CRC have written to the group asking for the relevant financial records to allow the vouching to take place. No further payment has been made to the group.

5. **Risk Register**

The CEO talked the Committee through the two changes made to the Risk Register:

- Pg 3 – Political – TEO had stated that, while they believe ‘Political’ to be an amber risk, they would be more accepting of CRC’s recording it as red if it contained reference to Brexit. Therefore, CRC have added Brexit to the explanation.
- Pg 5 – Central Column – GDPR has now been included as normalised and controlled environment rather than a risk of its own.

The Chair asked Committee Members to review the ‘Political’ risk, and they agreed that there had been no change to justify downgrading it. It was agreed that ‘political’ would remain Red.

6. **Register of Audit (Internal and External) Recommendations**

Mr G McKeown presented to the Committee an update on the Register of Audit Recommendations, making particular reference to the following:

- Review of MSFM and appointment of new Board – The appropriate delegated authority limits will be considered following the appointment of a new Board and review of the MSFM.
- 6% pension allowance – CRC submitted a Business Case and received comments from TEO. A revised Business Case was submitted with proposals for a long term solution to ‘no better no worse’ and equal pay risks identified by CRCs solicitor and given greater prominence in Department of Finance’s current pay remit guidance.
- File Management – Mr P Jordan conducted a file review and procedures were updated. The Chair suggested a spot check be conducted in the first quarter.

**ACTION:** The Chair asked for a column to be added to the paper, with a brief summary of the issue.

## 7. GDPR

Mr G McKeown informed Committee members that no Data Protection Officer advice was requested since the last ARAC meeting.

Mr G McKeown stated that CRC are mindful of the potential impact of Brexit on data protection compliance. He explained that while there will be no impact on contracts with third party suppliers, as CRC have processing agreements and information sharing agreements with all funded groups, the servers hosting a piece of software used by the Engagement Team are located outside in the USA. He added that CRC would continue to monitor this.

Mr G McKeown stated that, during the recent internal audit, it was suggested that CRC test procedures in case of a data protection breach. He added that a review of procedures and a test would be conducted in the next financial year.

## 8. Department of Finance Guidance

Mr G McKeown presented Committee members with details of two pieces of DoF guidance:

- Direction to Accounting Officers on the preparation of accounts
- Letter re: Government Financial Reporting Manual.

## 9. Direct Awards

None

## 10. Small Purchases without a price check

Mr G McKeown stated that there were two purchases without a price check to record:

- Chartered Accountants Ireland

- Agenda NI

**11. AOB**

Ms A McMaw updated the Committee on the Internal Audit conducted by ASM. She stated that all three audits have been completed and a draft report was shared with CRC on Friday 22<sup>nd</sup> February. The three audits received satisfactory rating, with a number of priority three recommendations. She added that this report would be presented at the next meeting of CRC's Audit and Risk Assurance Committee.

**12. Date of Next Meeting**

11<sup>th</sup> April 10pm

23<sup>rd</sup> May 10am