

MINUTES OF THE COMMUNITY RELATIONS COUNCIL'S 57TH AUDIT AND RISK ASSURANCE COMMITTEE HELD ON TUESDAY, 4TH DECEMBER 10AM IN EQUALITY HOUSE, 7-9 SHAFTESBURY SQUARE, BELFAST BT2 7DP

Present: Mr Rory Campbell (Chair), Mr D MacKay (Board Member).

Internal Attendees: Mr G McKeown (DFAP Director), Ms T Wilson (Finance Officer).

External Attendees: Mr Jonathan Buick (ASM), Ms Kim Moylan (TEO).

1. **Apologies:** Ms Jacqueline Irwin (CEO), Ms Deborah Park (NIAO), Ms Delia Close (Board Member).

2. **Minutes of last meeting** (Appendix 1)

Minutes of The Audit and Risk Assurance Committee (ARAC) meeting 31st October 2017 were agreed.

3. **Matters Arising**

There were no matters arising.

4. **Audit Investigation Update** (Appendix 2)
Update to Committee

Mr McKeown updated on a funding groups non-vouched £5,000.

It was noted that there are 2 directions CRC could take:

1. ARAC decided to seek to locate documents, this could cost the CRC £875 excluding VAT in solicitor fees and staff time.

2. If the ARAC decide to submit a loss, CRC would be required to submit this to TEO Finance branch. If the Committee decided to submit a loss, this would appear in the 2018 Final Financial Statement (e.g. no. of losses, type of loss, and value).

Mr McKeown asked for TEOs advice, but they could not provide guidance on which direction to take, and can only provide comment once a proposal has been submitted to them.

The Chair asked how long the process would take to locate documents. Mr McKeown responded to say that it could take a number of days to locate at a cost of £875. Despite this, it remains likely that CRC will not be able to locate the documents in question.

ACTION: The Committee agreed that CRC should submit a loss to TEO and await their decision.

5. Risk Register

(Appendix 3)

Mr McKeown informed the Committee that there had been no changes to the Risk Register. Members noted that the items marked as a red risk included Political, Resources and Policies.

Mr McKeown presented the updated Risk Register, stating that the assessment of risks has not changed from the previous ARAC.

Red Risks - The uncertainty caused by the political situation
- Resources available to CRC

Amber - Changes to CRC/new policy/ reviews

Following a discussion the Committee concluded that there had been no substantive change on the political situation, therefore no reason to revise the red or the amber at the moment.

6. Internal Audit

Mr Buick updated the Committee on the internal audit schedule.

There are 2 audits planned for December

- Grants admin and distribution – North Belfast
- Review of HR

7. Register of Audit

(Appendix 4)

Mr McKeown Presented the Risk Register to the Committee.

Item one related to political uncertainty

Item two is ongoing, relating to CRC pay remit.

Items 3, 4, 5 & 6 are due to be resolved by 30th June 2018

Item 7 is new, relates to ASM admin recommendations

Mr McKeown went into detail on 'Item 2: Pay Remit'. He informed the Committee that the pay remit went to DoF in September. DoF responded with a number of queries concerning the 6% pension allowance and confirmed that

these had been responded to and that no queries remain outstanding. There has been little progress on this otherwise.

8. Department of Finance Guidance (Appendix 5)

Ms Wilson presented the update to the 2012 guidance to factual amendments on using professional services. She explained that this guidance is being updated as a result of the Govt Departments restructuring. The new update increases the limit on payments to professional services from £5,000 to £10,000.

A discussion followed regarding whether this change related to sponsored bodies, and if so CRC will need to update our MSFM. This may require approval from the Minister as well as TEO.

Ms Wilson provided copies of NIAO guidance on Managing Risk of Bribery and Corruption.

Action: The Executive Office to confirm to confirm if a minister is required to approve MSFM.

9. Direct Awards

There were no direct award to report

10. Small purchases without a price check (Appendix 6)

Ms Wilson reported on and members noted the list of small purchases without a price check.

There followed a discussion regarding the purchase of CRC domain transfer and whether CRC are the registered owners of this domain.

Action: Mr McKeown to find out whether CRC own the domain name.

11. Any other business

There was no other business

12. Date of next meeting

Thursday 11th January 2018 @ 2.00pm

Thursday 22nd February 2018 @ 2:00pm

DRAFT