

MINUTES OF THE COMMUNITY RELATIONS COUNCIL'S
48th AUDIT & RISK ASSURANCE COMMITTEE HELD ON THURSDAY
15th SEPTEMBER 2016 @ 2.00PM IN COMMUNITY RELATIONS
COUNCIL, EQUALITY HOUSE, 7-9 SHAFTESBURY SQUARE,
BELFAST BT2 7DP.

Present: Mr R Campbell (Chair), Mr D Mackay

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

External attendees: Mr Brian Clerkin (ASM), Mr P Robinson (The Executive
Office), Ms Kathy Doey (NIAO)

1 **Apologies:** Ms R McGlone, Mr J Law

2 **Minutes [Appendix 1]:**

Minutes were taken as read.

3 **Matters Arising:**

Audit Training: Mr Campbell thanked Ms T Gibson for organising the audit training on 30th September 2016. He said both he and Mr D Mackay would be attending.

4 **Audit Investigations into funded groups [Appendix 3]**

Ms J Irwin said CRC had contacted other funders to request an update and have received correspondence from Derry and Strabane Council, SEUPB and the Department of Foreign Affairs to say they have no outstanding issues with the group in question. CRC has written to the Chair of the group requesting an update on the group's current position and is awaiting a response.

5 **Risk Register [Appendix 5]**

Ms J Irwin said the full risk register comes to the Audit and Risk Assurance Committee (ARAC) once a year and usually around the time of the Governance statement and The Report to Those Charged with Governance.

She explained that the Governance statement and The Report to Those Charged with Governance would not be addressed at this meeting as there were a number of outstanding matters which needed resolved and some

additional information was needed. She said she, Mr G McKeown and Ms T Wilson had met with NIAO the previous day to go through some of these issues. Ms J Irwin said she hoped for a speedy resolution and proposed having an additional ARAC meeting before the Board meeting on 29th September to discuss the reports.

She asked members if they wanted to go ahead and discuss the risk register at this meeting or wait until the next meeting of the ARAC on 29th September. Members were happy to discuss the Risk Register at the next meeting.

6 2015/16 Annual Report and Accounts (including the Governance Statement):

Ms J Irwin said CRC is working closely with NIAO to resolve the outstanding matter of the Pension Bulk Transfer. Ms K Doey said she had been liaising with both the VSS actuary and CRC actuary to resolve this issue as soon as possible.

Members discussed the pension issue and voiced concerns over the risk associated with the pension and the fact that this had not been identified in previous audits. It was agreed this would be discussed further at the Audit and Risk Meeting on 29th September.

Ms J Irwin said the date of this meeting may need changed if the issues aren't resolved. She said as Mr D Mackay had already given his apologies for this meeting, the other members of the ARAC would need to be contacted to ensure the meeting would be quorate.

7 Update from NIAO – Report to Those Charged with Governance:

This will be discussed at the Audit and Risk Meeting on 29th September 2016.

8 Internal Audit Report:

Mr B Clerkin, ASM, provided a summary of the findings of the follow up review of previous internal audit recommendations.

He said 10 out of the 12 recommendations had been fully addressed. The two outstanding issues were in relation to the 2 year review of the development programmes (not due for review until 2017) and the IT continuity testing. Mr G McKeown said the IT continuity testing would be carried out when the new IT system is in place.

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

Mr G McKeown said, as discussed, the IT continuity plan would be implemented when the new IT arrangements were in place.

Mr G McKeown said the recommendation in relation to the formal approved listing for items for disposal was effectively in place and that CRC is waiting for the NIAO to complete their report.

With relation to employee superannuation contributions, Mr G McKeown said this is in progress and that the draft business case was with TEO and CRC was awaiting their comments.

10 ASM Contract Extension:

Mr G McKeown said this was being progressed and was with CPD at present.

12 AFMD Guidance [Appendix 10]:

Ms T Wilson drew attention to the *DAO (DFP) 07/16 (26 July 2016) – Internal audit opinions and prioritisation of recommendations*. She said this was in relation to changing the internal audit opinions from 4 levels of assurance to 3 levels. Mr B Clerkin added that this would then mean that the substantial priority rating no longer applied.

Members agreed to adopt this approach with immediate effect.

13 Direct Awards:

Five Direct Awards were reported:

- ICONI - annual user/hosting & support of CRC Management Information System - £3,600
- SAGE – annual premium for Sage cover - £2155.20
- Shaw’s Hire Services – Round tables and tablecloths for Community Engagement Forum held at Girdwood hub and Shaw’s procured by Girdwood hub - £245.40
- Xerox – photocopier readings - £33.13 and £12.04
- Canon – photocopier readings - £738.04

15 AOB:

None

16 Date of Next Meeting:

29th September – TBC – dependant on resolution of issues, in particular the Pension Bulk Transfer.