

**MINUTES OF THE COMMUNITY RELATIONS COUNCIL'S
51ST AUDIT & RISK ASSURANCE COMMITTEE HELD ON THURSDAY
MONDAY 23RD JANUARY 2017 @ 11.30AM IN COMMUNITY
RELATIONS COUNCIL, EQUALITY HOUSE, 7-9 SHAFTESBURY
SQUARE, BELFAST BT2 7DP.**

Present: Mr R Campbell (Chair)

On the Telephone: Mr D Mackay

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 K Doherty (The
Executive Office), Ms E Allen (The Executive Office)

1 Apologies: Ms R McGlone

2 Minutes [Appendix 1]:

Minutes were taken as read.

3 Matters Arising:

None.

**4 2015/16 Report to Those Charged with Governance (RTTCWG)
[Appendix 2]:**

Mr G McKeown reminded members that at the last Audit and Risk Assurance Committee meeting in December, Mr R Allen, NIAO, said NIAO would provide some narrative to the RTTCWG on the £25,000 accrual from one of the groups currently under investigation. Mr G McKeown said that after looking at it again, NIAO were content that CRC had applied the correct procedure and this narrative was not needed in the Report.

Mr G McKeown added that there were no other significant changes to the Report and it had now been finalised.

5 Internal investigations into funded groups [Appendix 3]:

Group 1 – Ms J Irwin updated members in respect of this group. She said CRC had recommended to TEO, subject to the approval of FIOG, that no further action was required. Ms E Allen, TEO, said a meeting had taken place

last week in relation to this but she did not know the outcome. She said she would report back when she hears the outcome of the meeting.

Group 2 – Ms J Irwin said CRC are still waiting to hear back from the administrator.

6 Risk Register [Appendix 4]:

Members received the full Risk Register in their papers for the meeting. Ms J Irwin reported that the format of the Register had been changed. She said there had been no changes to the Risks in the Register since the last meeting and the two amber risks associated with “resources” and “new policies” remained.

Mr D Mackay suggested escalating the “political” risk. After discussion, members agreed to escalate the risk to amber and decided to keep this under review, looking at it again at the March Audit and Risk Assurance Committee meeting.

Ms J Irwin said she had updated the wording in relation to the Equality and Good Relations Commission Transition Project as suggested by Mr P Robinson, TEO.

Ms J Irwin said she would bring the high level – Amber and Red risks to the next Audit and Risk Assurance Committee meeting.

7 Completion of Internal Audit Plan for 2016/17:

Mr J Buick, ASM, asked members if they were still content to delay the IT audit, as suggested at the Audit and Risk Assurance Committee meeting in December, and carry out a governance focused audit on revised Articles of Association and the MSFM instead. After discussion, members decided to proceed with the audit on governance focused audit on revised Articles of Association and the MSFM.

Mr G McKeown said if the documents required for the audit on governance were not complete in time for the audit to proceed then he had discussed a contingency with Mr J Buick and has decided a review of the new controls and processes around accruals, management accounts and projections could be carried out.

Ms E Allen, TEO, said the MSFM needed a complete review. Ms J Irwin said a meeting between TEO and CRC should be arranged to start this process.

8 Register of Audit (Internal & External) Recommendations [Appendix 5]:

The Committee received an update from Mr G McKeown on the progress on the implementation of the audit recommendations.

Mr G McKeown updated the members on the Priority 1 and Priority 2 recommendations.

Mr. McKeown did raise one priority three recommendation that had not been implemented. Mr McKeown confirmed that there remained one outstanding Declaration of Interest return for a Board member that the Chair of the Council had been made aware that the return was outstanding and that CRC staff had taken the issue as far as they could at this time. Mr R Campbell agreed to speak to the Board member concerned about their outstanding Declaration of Interest form.

The Committee was satisfied that all recommendations are being tracked and implemented on a timely basis.

9 AFMD Guidance [Appendix 6]:

Ms T Wilson drew member's attention to the DAO (DoF) 11/16 – *The annual theft and fraud report 2015/16* and DAO (DoF) 10/16 – *Key lessons learned from NIAO Report, PAC Hearing into the Northern Ireland Events Company* and FD (DoF) 12/16 2016-17 *Pay remit approval process and guidance*.

10 Direct Awards:

None.

11 Small purchases without price check [Appendix 7]:

Employers for Childcare voucher- admin	£61.24
Pitney Bowes – service charge	£45.79
TV Licence	£145.50

Mr G McKeown provided some background information on small purchases. He said that previously any purchase that didn't have two quotes was considered to be a Direct Award Contract. Guidance received from TEO in December states that anything less than £5,000 is not to be considered as a DAC. He said these purchases still required approval from the Accounting Officer, would still be tracked and would be reported at each Audit and Risk Assurance Committee meeting.

12 AOB:

None.

13 Date of Next Meeting:

Thursday 2nd March 2017 @ 11.00am

DRAFT