

CJI Audit and Risk Assurance Committee (ARAC) Meeting Outputs

Wednesday 7 June 2023 in Knockview Buildings

Attendees:

Independent member: (Acting Chair)	Derek Anderson (DA)
Independent Member:	Mandy Kilpatrick (MK)
DoJ Sponsor Division:	Claire Robinson (CR) Louise Boyd (LB)
DoJ Internal Audit:	Amanda Oliver (AO)
NIAO:	Garry Currie (GC)
External Audit:	Gareth Martin (GM)
FSD:	Michael Rafferty (MR)
Criminal Justice Inspection (CJI):	Jacqui Durkin (JD) James Corrigan (JC) Meloney McVeigh (MMcV) David MacAnulty (DMacA)
ARAC Secretary:	Linda Boal (LB) CJI

Agenda Description / Comments

No

- 1 Introduction / acknowledgements.**
 - DA welcomed everyone to the meeting.
- 2 Apologies.**

Zyrus Bati, Deloitte and Lynsey Forsythe, NIAO.
- 3 Declaration of interest/Conflict of interest.**
 - None.
- 4 Minutes of previous meeting – 5 April 2023 and matters arising.**

The minutes of the previous meeting were agreed and signed.

Matters arising:

- All actioned.

5 Consider the (emerging) External Audit opinion (Audit Completion Report) for the financial year 2022-23. (RTTCWG).

- GM spoke to the RTTCWG, which had been distributed to members in advance, explaining the Key Messages, Audit Scope, Significant Risk and Findings from the Audit. There were no issues, misstatements or irregular expenses to report.
- GM expects an Unqualified Audit Opinion from the Comptroller and Auditor General once the Accounts are signed off by the Accounting Officer.
- DA thanked Deloitte and the NIAO for their work and congratulated all involved in CJI and FSD on obtaining a clean audit certificate.
- MK added her thanks and congratulations.
- JD expressed her thanks particularly to MMcV and MR for their work to achieve this outcome during the year.

6 Discuss the implications of the result of the Accounting Officer's review of effectiveness of the system of control in relation to the Governance Statement.

- MMcV advised of no changes to the Governance Statement other than those previously requested and agreed. The Statement is contained in the Annual Report and Accounts.
- DA stated this was a thorough document with all the key points included and had no issues with this positive report.
- MK agreed.

7 Review and consider the Annual Report and Accounts.

- DA referred to one Business Plan target in relation to inspections reported as not being met.
- MMcV explained that this was due to CJI taking on additional work in relation to a Ministerial Request, but all work on the Inspection Programme has now progressed.
- JD referred to the impact of a longer than anticipated Inspector vacancy on the inspection programme.
- MK suggested this could be recorded as 'Adjusted' rather than 'Not Achieved' due to the additional piece of work not being originally planned for. MMcV replied that CJI had decided to record this as 'Partially Achieved' but would take that point forward for future years.
- MMcV shared an addendum to the Annual Report showing slight amends suggested by FSD. These were in relation to budgets beyond 2023-24, the sustainability strategy and CETV figures. These minor changes did not change the sense of the report.
- MR presented a covering note to the Annual Report and Accounts which included the areas of the format of the Annual Report and Accounts, the Performance Report, the Accountability Report and Financial Statements.

- DA asked if there was anything which could be regarded as unusual or unexpected and MR confirmed there wasn't as the only judgement would be in relation to assets which would be of a low value.
- 8 Advise the Accounting Officer on signing the Accounts and Government Statement.**
- DA and MK advised the CJI Accounting Officer to sign the Accounts.
 - **Action JC**
- 9 Report summarising any significant changes to CJI's Risk Register.**
- The CJI Risk Register had been updated in May following a review by CJI staff and distributed to members in advance.
 - The three main risks remain as Quality of inspection product; CJI's relevance to/within the CJS and the Resilience and sustainability of CJI.
 - MMcV gave an overview of the Risk Register, highlighting the changes since the previous meeting.
 - MMcV advised CJI now have a confirmed budget which is reduced and creating a pressure for the business during 2023-24.
 - The provision of a new CJI website is an item of key concern.
 - DA agreed that the reduced budget pervades everything and that CJI are managing that risk well.
 - MK asked if the review of the CJI Documents and Records Policy was still on target and MMcV confirmed it was. MMcV also confirmed the external audit fieldwork in May was completed.
 - DA commented that the Risk Register was obviously a dynamic document with evidence of a process taking place.
 - JD thanked DA and confirmed CJI recognised the Risk Register as a key control document for the organisation.
- 10 Report from management on whistle blowing, matters of concern and fraud issues.**
- MMcV reported a nil return.
- 11 Report from management on any direct award contracts.**
- MMcV reported a nil return.
- 12 Report summarising the expenses submitted by the Chief Inspector, the Deputy Chief Inspector and all other CJI Staff.**
- The report, which detailed expenses incurred by the Chief Inspector and Deputy Chief Inspector was noted by all members.
- 13 Review of CJI's gifts and hospitality register.**
- The reported information was noted by all members.
- 14 AOB**
- The DoJ Review of CJI report was discussed.

- DA stated that this was a very positive Review.
- JD advised that CJI were grateful for the way Andrew Dawson (DoJ) had conducted the Review and considered CJI input. The implementation of relevant recommendations would be taken forward by CJI and DoJ, including parity of Independent Member remuneration.

15 Dates of next meeting.

The dates of the next meetings were shared with members and will be reviewed in the new year:

Autumn - Thursday 5 October 2023 at 10am;

Winter – Thursday 18 January 2024 at 10am;

Spring – Thursday 11 April 2024 at 10am;

Summer – Thursday 6 June 2024 at 10am.

Location: Knockview Buildings, Stormont Estate, Belfast BT4 3SJ

MK requested if an alternative to Wednesday meetings for January onwards could be considered. Other members have standing commitments on other days, but this will be investigated.

- **Action: LB**



Derek Anderson
Acting Chairperson

Date: 5 October 2023