



AUDIT COMMITTEE MEETING Thursday 15th September 2011

Those present: Willie McCarney (**WMcC**), Non Executive Chairperson;
Eddie Simpsons (**ES**), Independent member
Brendan McGuigan (**BMcG**), CJI Deputy Chief Inspector;
Paula Mhic Artáin (**PMA**), CJI Secretary;
Meloney McVeigh (**MMcV**), CJI Business & Communications Manager;
Pauline Poots (**PP**), ASM;
Karen Beattie (**KB**), NIAO;
William Jeffrey (**WJ**), DOJ

1 Introductions

WMcC welcomed everyone.

2 Apologies

Michael Maguire (**MM**), CJI Chief Inspector
Stephen Dolan (**SD**), CJI Inspector;
Stephanie Brotherston (**SB**), CJI Finance Manager

3 Minutes of meeting of 7th June 2011

WMcC apologised for the late circulation of the Audit Committee minutes. He asked the Committee to send any amendments to the Secretary within 10 working days of receipt of the first draft of the minutes. Once all changes have been received **PMA** will circulate the finalised minutes to all members. **WMcC** asked the Committee if they had any comments to make regarding the new changes. The Committee agreed the minutes as factually accurate.

4 Matters Arising

WMcC and **ES** met with William Priestley (**WP**) and were impressed with the presentation of ISO 9001 and the commitment CJI staff have to fully support ISO 9001.

WMcC thanked **MMcV** for inputting arrows into the risk register. The Committee agreed that they found this very useful.

5 Proposed new Audit Committee meeting schedule layout

WMcC said the proposed new audit committee meeting schedule layout was advisory rather than directive as it mirrors the Parliamentary timetable and does not reflect the time lines for the Northern Ireland Assembly.

The Audit Committee worked on the schedule for the quarterly meetings and agreed on the following:

The following standing agenda items will feature at forthcoming Audit Committee meetings:

- (i) a report summarising any significant changes to CJI's Risk Register;
- (ii) a progress report from management on the implementation of NIAO and Internal Audit recommendations;
- (iii) a report from management as to whether there have been any whistle blowing and fraud issues;
- (iv) a report from management on any single tender actions during the period; and
- (v) a report summarising the expenses submitted by the Chief Inspector and Deputy Chief Inspector.

The **Winter** meeting will take place on **Thursday 26th January 2012 at 10am.**

The following additional items will be added to the agenda:

- (i) consideration of internal audit reports;
- (ii) review of Audit Committee Terms of Reference; and
- (iii) Review of CJI's gifts and hospitality register.

The **Spring** meeting will take place on **Thursday 26th April 2012 at 10am.**

The following additional items will be added to the agenda:

- (i) Consideration of the Internal Audit Strategy and approval of Internal Audit Plan for the forthcoming year; and
- (ii) Consideration of the Internal Audit annual assurance report for the preceding financial year.

The **Summer** meeting will take place on **Thursday 7th June 2012 at 10am.**

The following additional items will be added to the agenda:

- (i) agree the Audit Committee's annual report to the Accounting Officer;
- (ii) a verbal review and consideration of the draft accounts including any changes to accounting policies;
- (iii) consideration of the draft Statement of Internal Control (SIC);
- (iv) discussion on the implications of the result of the Chief Executive's review of effectiveness of the system of internal control in relation to the SIC; and
- (v) consideration of the draft report to those charged with governance (RTTCWG) from the NIAO.



The **Autumn** meeting will take place on **Thursday 13th September 2012 at 10am.**

The following additional items will be added to the agenda:

- (i) consideration of the NIAO's opinion for the previous year;
- (ii) consideration of the NIAO's letter and final report to those charged with governance (RTTCWG); and
- (iii) consideration of the Committee's own effectiveness in its work.

6 Proposed Internal Audit Strategy ASM

PP said that ASM provided a three year strategic plan at the beginning of their three - year contract which now had come to an end. As ASM have been awarded a one-year extension with the option to extend for a further one year, they had submitted a two-year strategic plan for consideration after meeting with management in July. **PP** presented the Strategic Internal Audit Plan for the next two years to the Committee and asked the Committee if they had any questions. **The Strategic Internal Audit Plan was agreed.**

7 Presentation of NIAO 10/11 RTTCWG

WMcC welcomed the unqualified accounts. **KB** said she was happy with managements response to the recommendations made.

8 Progress on outstanding Internal Audit & NIAO audit recommendations

MMcV updated the Committee on the outstanding Internal Audit & NIAO audit recommendations and advised that in terms of 2011 all actions have been completed. An assets disposal procedure has been added to the financial procedures manual and management will continually monitor staff personal development plans.

9 Update of CJI Risk Register

MMcV said the risk register was reviewed on 13th September 2011. She updated the committee of all changes.

KB drew **MMcV's** attention to an error in the wording of the counter measure for risk 2.5. She also suggested that CJI may wish to re-examine its new risk at 3.3 (loss of independence) and give consideration to making the counter measures described more comprehensive and robust e.g. addressing areas such as potential conflicts of interest and hospitality extended and received. **MMcV** agreed to review this.

10 Single Tender Actions

MMcV said previously that only Single Tender Actions over £5000 would have been presented to the Committee. Now with the change in reporting procedures to sponsor division in the DoJ and Perm Sec, all Single Tender Actions will be presented to the Committee.

11 Travel and Subsistence expenditure of Chief and Deputy Chief Inspectors

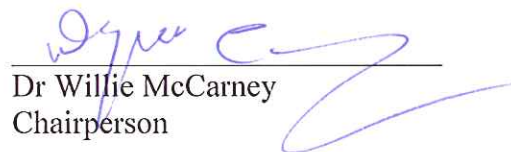
MMcV presented the travel and subsistence expenditure for the Chief Inspector and Deputy Chief Inspector incurred since the last Committee meeting in June 2012. Details of procurement card expenditure by the Chief Inspector and Deputy Chief Inspector for the same period was also presented. **MMcV** also notified the Committee regarding CJI's hospitality and catering expenditure since June. The Committee was made aware of the total expenditure in these areas for this period. **WMcC** asked the Committee if they had any questions. The Committee had no questions.

12 A.O.B

Nil Return.

13 Date for the next meeting

Thursday 26th January 2012 @ 10.00am.


Dr Willie McCarney
Chairperson

26/01/12
Date