

**CJI Audit and Risk Assurance Committee (ARAC) Meeting Outputs**

Wednesday 8 June 2022, by video conference

**Attendees:**

<b>Independent member: (Acting Chair)</b>	Derek Anderson (DA)
<b>Independent Member:</b>	Mandy Kilpatrick (MK)
<b>DoJ Sponsor Division:</b>	Adrienne Neill (AN) Louise Boyd (LB)
<b>DoJ Internal Audit:</b>	Amanda Oliver (AO)
<b>NIAO:</b>	Lynsey Forsythe (LF)
<b>External Audit:</b>	Dawn Johnston (DJ) Katie Jamieson (KJ)
<b>FSD:</b>	Joanne Jamison (JJ)
<b>Criminal Justice Inspection (CJI):</b>	James Corrigan (JC) Meloney McVeigh (MMcV) David MacAnulty (DMacA)
<b>ARAC Secretary:</b>	Linda Boal (LB) CJI

**Agenda Description / Comments**

**No**

- 1 Introduction / acknowledgements.**
  - DA welcomed everyone to the meeting.
- 2 Apologies.**
  - Jacqui Durkin (JD).
- 3 Declaration of interest/Conflict of interest.**

- None.

#### 4 Minutes of previous meeting – 13 April 2022 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 2021-22 (RTTCWG).

- LF stated that DJ will present the Report to those charged with Governance which had been distributed to members in advance.
- DJ proposed that the Comptroller and Audit General will certify the 2021-22 financial statement with an unqualified opinion, without modification.
- DJ noted the political uncertainty with regard to the 2022-23 budget.
- There are two outstanding items to be received in relation to HR Connect and the IT Assist system from NIAO.
- The audit was executed in accordance with the Audit Plan.
- DJ expressed her thanks to MMcV and JJ for the level of cooperation commenting it is remarkable and makes the remote audit work effectively.
- DA echoed those comments and paid tribute to DJ and the team for getting this across the line and on time.
- MK commented that the level of governance and openness is admirable.
- JC added his thanks to everyone involved.

#### 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.

- DA stated that the Governance Statement is a proper and true reflection of the current position. He noted that the Performance section of the Annual Report showed a carry forward of inspection work which was understandable given the circumstances. He noted the large number of Business Plan targets and objectives in the report.
- JC explained that the inspection target was impacted by COVID-19 slowing down fieldwork in particular, a Ministerial Request which took a lot of time and resources and the retirement of two full time Inspectors from a team of seven. He added that he was pleased with what CJI had achieved.
- MK noted the reference to the new template for Corporation Sole and asked how the A&RAC would be informed.
- MMcV clarified that CJI has always been a Corporation Sole through the appointment of the Chief Inspector and plans were in place to move from the existing Management Statement and Financial Memorandum (MSFM) to a Partnership Agreement. CJI welcome this move. The Partnership Agreement will

be developed from the template in conjunction with DoJ Sponsor Department. The document will be shared with the ARAC.

- DJ added that across the public sector MSFMs are being replaced with Partnership Agreements and that this is not specific to CJI.
- JC advised that DoJ Sponsor Department are planning to carry out a review of CJI later in the year which may cover these issues.

## 7 Review and consider the Accounts.

- JJ spoke to the covering paper sent to members in advance which provided an explanation of the Annual Report and Accounts.
- There were no significant changes to the format of the Annual Report and Accounts compared to the previous year.
- The paper noted the estimates and assumptions for Depreciation and Amortisation have the most significant risk of material adjustment to the carrying amounts in the Accounts. However, given the relatively small value and number of assets, together with the fact that the depreciation and amortisation figures are calculated by Account NI it is not expected that the amounts have been misstated in the Accounts.
- The paper recommend the ARAC invite the CJI Accounting Officer to sign the Accounts.
- DA and MK thanked JJ for the paper and agreed with the recommendation.
- DJ had nothing further to add regarding the Letter of Representation.
- DA noted that JJ is moving to another role within FSD and thanked her for all her work with CJI.
- JC added his thanks on behalf of CJI and in particular her work in achieving clean audit certificates during her 10 years of service and for wider support and advice.

## 8 Advise the Accounting Officer on signing the Accounts and Government Statement.

- DA and MK confirmed they would advise the CJI Accounting Officer to sign the Accounts.  
**Action: JC, CJI Chief Executive and Account Officer, to sign the Accounts.**

## 9 Report summarising any significant changes to CJI's Risk Register.

- MMcV provided an overview of the CJI Risk Register, which had been updated following a review by CJI staff.
- The Risk Register contains three key risks: 1 Quality of inspection product; 2 Relevance to/within the CJS; and 3 Resilience and sustainability of CJI.
- Risk 1 had an additional Cause regarding the records management policy with the DCI undertaking a review of policy and practice, and additions to Key Controls in respect of inspection progress and ISO policy reviews.

- Risk 2 reflects the current loss of engagement with the Justice Committee and linked evidence sessions. Key Controls included engagement with the Justice Spokespersons for each elected party in the Assembly and noted that the Business Plan including the Inspection Programme was approved by the Minister of Justice and published. Reference to developing a Business Case for refresh of the CJI website was also noted.
- Risk 3 had the addition of the review of the business support function, succession planning and recruitment. The appointment, induction and training of one full time Inspector was also noted. The partnership Agreement with DoJ Sponsor Department was included.
- DA observed that the Risk Register was obviously a live document and MK added it was good to see contact with MLAs was being maintained.

## **10 Report from management on whistle blowing and fraud issues.**

- MMcV reported a nil return.
- The incident reported in the January meeting regarding an organisation inspected by CJI has been closed.

## **11 Report from management on any direct award contracts.**

- MMcV reported a nil return.

## **12 Report summarising the expenses submitted by the Chief Inspector and the Deputy Chief Inspector.**

The report was noted by all members.

## **13 Review of CJI's gifts and hospitality register.**

The reported information was noted by all members.

## **14 AOB.**

- There were no further points for discussion.

## **15 Dates of next meetings.**

Dates of the next meetings are:

Autumn - Wednesday 12 October 2022 at 10am;

Winter - Wednesday 18 January 2023 at 10am;

Spring - Wednesday 5 April 2023 at 10am;

Summer - Wednesday 7 June 2023 at 10am.

Location: Block I, Knockview Buildings, Stormont Estate, Belfast BT4 3SJ or by Zoom Video Conference.

**PROTECT**



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**Derek Anderson**  
**Acting Chairperson**

**Date: 12 October 2022**