

CJI Audit and Risk Assurance Committee (ARAC) Meeting Outputs

Wednesday 5 April 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:	Lynsey Forsythe (LF)
External Audit:	Zyrus Bati (ZB)
FSD:	Michael Rafferty (MR)
Criminal Justice Inspection (CJI):	Jacqui Durkin (JD) James Corrigan (JC)
ARAC Secretary:	Linda Boal (LB) CJI

Agenda Description / Comments

No

- 1 Introduction / acknowledgements.**
 - DA welcomed everyone to the meeting. On behalf of the Committee, he expressed his condolences on the death of Dawn Johnston from Deloitte, who had been a much valued, long serving member of the CJI Audit and Risk Assurance Committee.
- 2 Apologies.**

Meloney McVeigh and David MacAnulty (CJI), Harry Kilgore (HK) Deloitte.
- 3 Declaration of interest/Conflict of interest.**
 - None.
- 4 Minutes of previous meeting – 11 January 2023 and matters arising.**

The minutes of the previous meeting were agreed and signed.

Matters arising:

- All actioned.

5 Review of Audit and Risk Assurance Committee Terms of Reference.

- The draft document was reviewed and discussed by members who agreed the content.
- MMcV to remove DRAFT to finalise the document and arrange for publication on the CJI website.
- **Action: MMcV**

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

- The CJI Risk Register had been updated following a review by CJI staff and distributed to members in advance.
- JC gave an overview of the Risk Register, highlighting the changes since the previous meeting. The recruitment of an Inspector and Business Support Staff Officer helped to mitigate the three risks.
- Risk two has been reduced to low to reflect the updating of MoUs and SLAs with inspected bodies and partner Inspectorates as well as completed stakeholder consultations and development of new inspection programme.
- JC advised that the biggest risk currently was funding pressures particularly the resource budget for and provision of a new CJI website including the resources to manage the procurement process. The current website will not be supported in less than one year and a new platform is required.
- The anticipated reduction in the CJI budget is a major concern in relation to Risk 3: Resilience and Sustainability. CJI have very little discretionary spend. The ability to secure and pay for required expertise and support for inspections such as prison inspections will not be possible and will impact on the planned Inspection Programme for 2023-24 and beyond.
- DA agreed that the likely budget reduction will impact on the reputation and standing of CJI within the criminal justice system. He commented that the Risk Register was a live and thorough document though there may be a little too much detail in it.
- MR added that the funding of a new website has been highlighted as an inescapable pressure with Sponsor Department.
- JD commented that a functioning website is essential for CJI to do business and share inspection reports publicly.
- JD advised the Committee that a number of inspection reports would fall due for publishing and laying in the Assembly in the window between the end of the local council elections and before summer recess.
- JC agreed to keep members updated in relation to the budget situation and website

7 Consider Internal Audit Reports.

Internal Audit Prioritised Plan (2023-24);
Internal Audit Annual Report and Opinion; and

Internal Audit Review of CJI Information Assurance/Cyber Security

- AO spoke to the three Internal Audit reports.
- The Internal Audit Prioritised Plan was produced in consultation with JD and JC.
- The area of HR Support was selected but can be changed if required. MK suggested that it would be important to record the risk around the website replacement. This may be the subject of future internal audit focus.
- The Audit of Information Assurance/Cyber Security showed an overall audit opinion of Satisfactory with one Priority 2 and 4 Priority 3 findings and recommendations. Management acceptance of the recommendations and planned actions were noted.
- The Internal Audit Annual Report and Opinion had an overall opinion rating of Satisfactory which will be included in the Governance Statement.
- DA and MK confirmed they were content with all three reports.

8 Consider the External Audit Strategy proposed in respect of the 2022-23 accounts.

- ZB presented the Audit Strategy for 2022-23.
- The document included the key messages of: Materiality; Significant Audit Risks; Audit Team and Fee; and Actions for the Audit and Risk Assurance Committee.
- DA commented on the level of the fee for such a small organisation but appreciated this was set by a formula.
- DA asked if the timetable was achievable and ZB confirmed it was and that the required resources were in place.

9 Review of the draft CJI Governance Statement for inclusion in the 2022-23 Annual Report and Accounts.

- JC presented the draft Governance Statement and drew attention to the Risk Assessment section which referred to the Inspector resource having an impact on the finalising of inspections and report publication.
- The Statement assumes there will be some level of external support for the Inspection Programme, but this is budget dependent.
- Staff wellbeing and recovery from COVID-19 is built into the Business Plan and includes hybrid working.
- There is a gap in the document regarding the uncertain budget position.
- DA asked if the Partnership Agreement was available and CR confirmed it has been finalised.
- AO asked that the wording in paragraph headed Audit and Risk Assurance Committee was amended to reflect the correct Group Audit title.
- CR suggested that the paragraph around HR Support be reworded to clarify CJI do not obtain HR advice and support from NICS.
- **Action: MMcV to amend the Governance Statement for inclusion in the Annual Report.**

10 Overview of 12-month set of accounts

- MR advised that work was underway on the Annual Report and Financial Statements with the aim to complete the FSD review by the third week in April.
 - The draft Annual Report will be sent to the NIAO by the end of April.
 - No issues are envisaged.
- 11 Report from management on whistle blowing, matters of concern and fraud issues.**
- JC reported a nil return.
- 12 Report from management on any direct award contracts.**
- JC reported a nil return.
- 13 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, Deputy Chief and all other CJI staff for the period 1 April 2022 to 31 March 2023, was noted by all members.
- 14 Review of CJI's gifts and hospitality register.**
- The reported information, which covered the period 1 April 2022 to 31 March 2023, was noted by all members.
- 15 AOB**
- There were no further points for discussion.
- 16 Dates of next meeting.**
Dates of the next meeting is:
Summer - Wednesday 7 June 2023 at 10am.
Location: Knockview Buildings, Stormont Estate, Belfast BT4 3SJ



Derek Anderson
Acting Chairperson

Date: 7 June 2023