

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

**Wednesday 12 October 2022 in Knockview Buildings**

**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)
<b>FSD:</b>	Michael Rafferty (MR)
<b>Criminal Justice Inspection (CJI):</b>	Jacqui Durkin (JD) 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, particularly MR to his first meeting.
- 2 Apologies.**
  - Claire Robinson.
- 3 Declaration of interest/Conflict of interest.**
  - None.
- 4 Minutes of previous meeting – 8 June 2022 and matters arising.**

The minutes of the previous meeting were agreed and signed.

**Matters arising:**

- All actioned.

**5 Consider any residual actions arising from the previous year's work of both Internal and External Audit (RTTCWG).**

- The Report to those Charged with Governance confirmed the Comptroller and Auditor General certified the 2021-22 financial statement on 30 June 2022 with an unqualified audit opinion, without modification.
- There were no adjusted or unadjusted misstatements or irregular expenditure identified from the audit procedures.
- DA and the Auditors had held an in-camera meeting prior to the Committee meeting, where the achievement of no recommendations was remarked on and acknowledgement of the work taken to achieve this outcome.

**6 Internal audit**

- **DoJ Internal Audit Assurance Strategy Questionnaire**
- AO explained that the DoJ are in the process of developing a new Internal Audit strategy. A questionnaire has been distributed with a return date of 28 October 2022.
- JC confirmed that internal discussions have already taken place and a response will issue before the deadline. One risk JC raised is the relationship between ALBs and HR Connect, especially those with a payroll only function.
- JD added the organisational risk around affordable provision of HR non-payroll services when needed was a concern that would warrant inclusion.  
**Action: JC and AO to discuss.**

**7 per An Update on the six-month set of Accounts**

- MR confirmed that the accounts are being prepared with no issues to report.
- JJ has been conducting the hand-over process with MR and will still be on hand should any queries arise.
- DA commented that the process of regular accounts helps give reassurance to the Committee.

**8 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.
- DA highlighted that the residual scores on two risks were at amber level (Medium) and the critical importance of reputational perseverance.
- JD emphasised the importance of CJI's independence and impartiality and how erosion of budget impacts on the Inspection Programme design and delivery.
- DA and MK are happy with the content of the Risk Register and the regular reviews by staff.
- DA stated that the risk scores appear to be rising, with some matters outside the control of CJI. He congratulated CJI on an accessible, concise and live risk register

and may use it as an exemplar. JC and JD confirmed they were content with sharing the Risk Register.

**9 Report from management on whistle blowing and fraud issues.**

- MMcV reported a nil return.

**10 Report from management on any direct award contracts.**

- MMcV reported two DACs, both with low level expenditure.
- The first is to source expert support in relation to the Child Protection inspection currently being carried out by CJI, RQIA and ETI. A Business Case for the amount of £1,800 (plus VAT) was approved in advance by the DoJ Permanent Secretary.
- The second was in relation to the job evaluation of a redesigned Business Support post that required JEGS evaluation. A Business Case for £980 (inclusive of VAT) was approved in advance by the DoJ Permanent Secretary.
- DA and MK agreed due process had been followed and given the unique nature of both DACs, were entirely justifiable.

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

The report was noted by all members.

**12 Review of CJI's gifts and hospitality register.**

The reported information was noted by all members.

**13 AOB.**

- The NIAO Board Effectiveness Good Practice Guide was distributed in advance of the meeting.
- DA queried the current position in relation to the Partnership Agreement between the DoJ and CJI. LB advised it is currently with DoF.
- The committee agreed this was a useful document with points which could be transferred to the CJI Audit and Risk Assurance Committee.
- MK referred to the point around the skills required to sit on an Audit Committee and advised that there is a programme providing the opportunity to shadow Audit Committees which may be interesting.
- JD agreed the paper was very useful as a reference while not entirely relevant to CJI governance.
- DJ highlighted the point around the change in wording from 'Whistleblowing' to 'Raising Concerns'. The Committee agreed to add this term to future agendas.

**14 Dates of next meetings.**

Dates of the next meetings are:

Winter - Wednesday 11 January 2023 at 10am;

Spring - Wednesday 5 April 2023 at 10am;

Summer - Wednesday 7 June 2023 at 10am.

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

**PROTECT**



---

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

**Date: 11 January 2023**