



AUDIT COMMITTEE MEETING Friday 25th March 2011

Those present: Willie McCarney (**WMcC**), Non Executive Chairperson;
Brendan McGuigan (**BMcG**), CJI Deputy Chief Inspector;
Pauline Poots (**PP**), ASM;
Eddie Simpson (**ES**), Independent member
Karen Beattie (**KB**), NIAO
Paula McCullough (**PMcC**), CJI Secretary;
Meloney McVeigh (**MMcV**), CJI Business & Communications
Manager;
Stephen Dolan (**SD**), CJI Inspector;
William Jeffrey (**WJ**), DOJ
Stephanie Brotherston (**SB**), Finance Manager;

Apologies: Michael Maguire (**MM**), CJI Chief Inspector

1 Introductions

WMcC welcomed everyone.

2 Minutes of meeting of 2nd December 2010

PP said that Horwath had been dropped from the company title and it was now know as ASM. **PP** said the minutes need to be amended.

Action PMcC

3 Matters Arising

WMcC asked **MMcV** whether clarification had been secured on the responsibility of the BACs sample. **MMcV** said that CJI is responsible for the BACs sample check. The Finance Manager will carry out spot checks which will be countersigned by her.

WMcC said once amendments have been made to the minutes he will sign them and they will be uploaded to the internet.

Action PMcC

WMcC asked **KB** if she wanted changes to be made to the audit committee self assessment. **KB** said she could not recall the issues that she had previously raised on the checklist. **WMcC** suggested that the audit committee self assessment should be finalised and any NIAO issues could be dealt with in subsequent self assessments. **KB** was content with this approach.. **WMcC** said the next audit committee self assessment will be presented to the June 2011 meeting.

Action WMcC

4 Update on CJI Risk Register

MMcV said the risk register was reviewed on the 24th March 2011 and updated the committee on all changes. Point 5.1 was discussed in relation to CJI obtaining the accreditation of ISO 9001. **MMcV** defined the accreditation and **WMcC** congratulated CJI for its achievement. **BMcG** thanked CJI staff for all the hard work that went into obtaining the accreditation and the continuing efforts being made by staff to retain the accreditation. **SD** said it would be beneficial for **WMcC** and **ES** to look at the process maps and owners.

Action MMcV

WMcC said that it would be helpful for the committee to receive the risk register before the meeting to give members time to read through the contents. **MMcV** apologised for the lateness in the risk register being made available. This was due to the latest review taking place the day before. Every effort will be made to have the risk register distributed in advance of future meetings.

Action MMcV

WMcC said he found the summary of changes sent out with the risk register to be very helpful, especially for the non professionals, and asked if this can be done for all risk register updates. This was agreed.

Action PMcC

5 Updated Internal Audit Report

PP summarised the recommendations made by internal audit. **MMcV** said that steps have already been taken to implement the recommendations. **WMcC** and **ES** congratulated CJI for having no high priority issues and congratulated ASM for the report. **WMcC** and **ES** agreed that it is beneficial for ASM to note the low priority findings in the report to assist CJI to strengthen its procedures and **ES** said it was a good reflection that CJI have taken steps quickly to implement the recommended changes. **WJ** said that, in page 1 Paragraph 6, "Business Plan" should read "Inspection Programme".

Action PP



6 Update on Audit Committee Self Assessment

WMcC said the point had been covered in "matters arising".

7 Single Tender Actions

MMcV said there were no single tender actions during the current period. **WJ** advised the meeting that updated STA guidance is due to issue soon and will be relevant to business areas within the DoJ family (including ALBs). In future all proposed STAs, irrespective of cost involved, will require to be submitted through JSD to the Director, Justice Policy and the Perm. Sec. (with input from DFP/CPD colleagues as necessary). **WJ** stated that on the advice of JSD's Accountant, CJI should adopt this approach with immediate effect (while fuller guidance is awaited). Proposed STA referrals should be supported with robust business cases.

8 Travel and Subsistence expenditure of Chief and Deputy Chief Inspectors

MMcV presented the Chief and Deputy Chief Inspector's expenditure to the Audit Committee for notification. **MMcV** said the hospitality annual expenditure will be presented to the first audit committee meeting after the year end.

Action MMcV

9 A.O.B

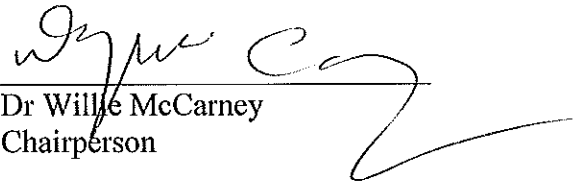
KB said KPMG have been contracted by the NIAO to carry out the 2010/11 external audit of CJI. **MMcV**, and **KB** have met with KPMG. **KB** gave an overview of the draft audit strategy. **MMcV** said she received the document yesterday evening and she needs to discuss it with **SB**. **KB** said NIAO will review and have input on the audit report.

WMcC said **ES** is unable to attend the next Audit Committee as CJI are unable to provide a different date due to the timeline required to discuss the annual report and accounts. **WMcC** and **ES** will meet before the Audit Committee and **WMcC** will present **ES**'s comments on materials to be discussed at the next Audit Committee meeting. Papers to be made available to Audit Committee members in advance of this discussion (01/06/11 at the latest).

10 Date for the next meeting

Tuesday 7th June 2011 @ 10.00am.




Dr Willie McCarney
Chairperson

7/6/11
Date