



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

Thursday 10 October 2024 in Knockview Buildings

### Attendees:

<b>Independent member: (Chair)</b>	Mandy Kilpatrick (MK)
<b>Independent Member:</b>	Cathy Galway (CG)
<b>DoJ Sponsor Division:</b>	Claire Robinson (CR)
<b>DoJ Internal Audit:</b>	Amanda Oliver (AO)
<b>FPM</b>	Suzanne Villiers (SV)
<b>NIAO:</b>	Catherine O'Hagan (CO'H)
<b>FSD:</b>	Joanne Jamison (JJ) Jessica Brooks (JB)
<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.**
  - MK welcomed everyone to the meeting and advised that the Independent Members have agreed to rotate the Chair for future meetings.
- 2 **Apologies.**

None.
- 3 **Declaration of interest/Conflict of interest.**
  - JD advised she and JC would leave the meeting for agenda item 8.
- 4 **Minutes of previous meeting – 6 June 2024 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 Final Report).**

- The final Report to Those Charged with Governance 2023-24 together with covering letter was distributed to members in advance. It reported no residual actions.

**6 Internal Audit.**

- There were no papers for discussion as the work is planned for quarter four.
- The Internal Audit team are still experiencing resource challenges.

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

- The CJI Risk Register had been updated in September 2024 following a review by CJI staff and distributed to ARAC members in advance.
- The three main risks remain as Quality of inspection product; CJI's Relevance to/within the CJS and the Resilience and Sustainability of CJI.
- MMcV gave an overview of the Risk Register, highlighting the significant changes since the previous meeting which were:
- Risk 1 – Reduced availability of required personnel to undertake on-site fieldwork and the impact of a pause to the Inspection Programme to accommodate a Ministerial Review request.
- CG asked if the reference in the Risk Register was the pause to the inspection programme to undertake a review, or a pause on elements of the programme and if resource support was required.
- JD provided an update on the recently received request and advised that research, scoping and identification of support was underway. JD advised the DoJ lead had advised additional funding would be made available for this review. JD and JC have reallocated an Inspector to the Domestic Abuse and Civil Proceedings Act Part 1 annual review, that is time bounded and legislatively required, due to the new review and anticipated Inspector absence.
- JC stated that the delay does impact the Business Plan target to commence inspections in the business year and advised this risk was now at a higher score than previously and would be kept under close review.
- The Risk Register Impact and Controls have been amended to reflect the risk.
- Risk 2 – Delay in the commencement of reappointment or appointment of a new Chief Inspector was included in Risk 2. This has a potential impact on the stakeholder engagement to develop the 2025-26 Inspection Programme.
- The progress of specification and tender for a new website was included. MMcV advised the cut-off date for the existing website is 28 February 2025. The business case has been approved and CPD engagement commenced. The tender specification will be sent to CPD along with a work request. Once submitted CJI will be required to wait until a buyer is allocated to progress the detail within the tender specification. This is expected to take a number of weeks. Once the tender

is issued CJI envisages a two-week window for submission of tender responses. Tender evaluation will then take place followed by contract award.

- MK noted the challenging timeframe and MMcV advised that CJI were confident that sufficient contingency arrangements could be actioned taking account of CPD's expertise. MK commented this would be another resource pressure and JC agreed, especially given the time needed for User Acceptance Testing.
- Risk 3 – The Ministerial Review request will require additional resources that are being scoped. The loss of the FSD Accountant has now been resolved with the appointment of JB who will take over from JJ.
- CG asked if CJI had an Associate list they could use and JD replied a current Business Plan target was to explore this to provide some contingency. Discussions with other Inspectorates on their arrangements will inform options.
- MK asked how CJI manage cover for bespoke roles and JC advised Inspectors work in pairs to help address this. JD and JC expressed their appreciation of Inspector and Business Support staff commitment and flexibility to cover required work. CJI are also grateful for FSD finance support but the absence of HR expertise is a risk CJI carried.
- MK suggested it would be helpful to have a presentation on the key business areas. MMcV will share the six-month position in relation to the Business Plan targets with the Committee together with the organisation chart.
- **Action: MMcV**
- MK spoke about training opportunities and the General Internal Audit Agency have meetings offered to members.
- MK and CG thanked MMcV for the update on changes to the Risk Register.

## 8 **Update on the six-month set of accounts.**

- JJ gave an overview of the current financial position. The report was in progress with no issues or points of concern.
- JB will take over the CJI finance role with JJ supervising for the year end process. MK welcomed JB to her new role.
- The October monitoring round exercise and technical transfers were discussed; CJI pressures had been identified with a bid submitted. The January monitoring round exercise is expected soon.

## 9 **Report from management on whistle blowing, matters of concern and fraud issues.**

- MMcV reported a nil return.

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

- MMcV reported a nil return.

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

- The report, which detailed expenses incurred by the CI and Deputy CI was noted by all members.

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



- The reported information was noted by all members.

13 **AOB**

- There were no further points for discussion.

14 **Update from Sponsor Department on CJI Chief Inspector recruitment exercise**

- At this point in the meeting JD and JC left.
- CR gave members an overview of the recruitment exercise for the reappointment or appointment of the CJI Chief Inspector and responded to the queries raised.
- The advertisement had gone live on 26 September 2024 with a closing date of 17 October 2024. A paper sift will take place w/c 28 October with interviews planned for week commencing 11 November. While the dates are tight, contingency plans will be made by DoJ in a few weeks' time when the position is clearer.
- MK referred to the recommendations around the appointment made in the recent Review of CJI. She asked for a progress update to be added to a future Audit Committee agenda and requested a copy of the Review be shared with CG for information.
- **Action: LB**
- CR advised that the delay in the recruitment was due to the lack of an Assembly and Minister of Justice to verify the points made in the Review around the Chief Inspector remuneration and the term of the appointment.
- MMcV advised that the CJI Review recommendations were discussed at the quarterly oversight meetings between CJI and its Sponsor Department.

15 **Dates of next meetings.**

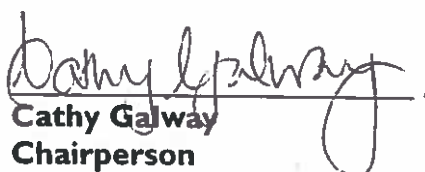
The following dates are proposed for the next meetings:

Winter - Thursday 16 January 2025 at 10am;

Spring - Thursday 10 April 2025 at 10am;

Summer – Thursday 5 June 2025 at 10am.

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

  
**Cathy Galway**  
Chairperson

16/01/2025  
Date: