

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

Thursday 11 April 2024 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>	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>	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

<b>Agenda No</b>	<b>Description / Comments</b>
1	<b>Introduction/acknowledgements.</b> <ul style="list-style-type: none"> <li>DA welcomed everyone to the meeting.</li> </ul>
2	<b>Apologies.</b> None.
3	<b>Declaration of interest/Conflict of interest.</b> <ul style="list-style-type: none"> <li>None.</li> </ul>
4	<b>Minutes of previous meeting – 18 January 2024 and matters arising.</b> The minutes of the previous meeting were agreed and signed. <b>Matters arising:</b>

- Ongoing.

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

- The Terms of Reference had been updated and circulated to members in advance of the meeting.
- MK queried point 6.3 requiring a minimum of the two Lay members to be present for the meeting to be deemed quorate and asked should it include an alternative (another) member.
- DA suggested that may not be practical in such a small organisation.
- JD asked if an independent member from another DoJ ALB or NDPB could be co-opted to attend for a specific meeting if emergency measures were required to make the meeting quorate.
- CR offered to check what measures other NDPBs had in place.
- **Action: CR**
- MK suggested an arrangement be put in place with another body.
- A point in relation to remuneration of non-executive members has been added, however this is subject to funding being provided.
- DA and MK confirmed they were happy with the document.

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

- The CJI Risk Register had been updated in March 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.
- JC gave an overview of the Risk Register, highlighting the significant changes since the previous meeting which were:
- Risk 1 – the CJI Documents and Records policy has now been updated and made available to all staff via the QMS Process Map.
- Risk 2 – the website is CJI's biggest risk. CJI had hoped for in-year funding and while additional funding was made available in February, it did not allow sufficient time to utilise appropriately for developing a new website. A one-year contract is now in place to manage the current website. SIB assistance has been sought to complete a business case for a new website. The procurement of a new website is subject to approval and funding being made available in the 2024-25 baseline budget or in an early monitoring round.
- Risk 3 – is linked to the budget. CJI have declared a pressure at the start of the financial year. One Inspector has moved to four-day working which helps the budget but reduces Inspector resources. The Business Manager is on a phased return to full time working. The 2024-25 Inspection Programme is being finalised to largely reflect what is affordable rather than inspections that require outside expertise and additional funding.
- DA was pleased CJI didn't try to spend the end of year money just to use it up and not comply with proper procurement practice. He agreed the budget situation has been around for a long time and is not getting any better but the fact that it is impacting on the Inspection Programme is regrettable. His main observation was

that all three risks are scored close to the highest level of risk despite the mitigations that have been put in place.

- JC advised that the risk 2 score may reduce if a new website could be developed this year.
- JD stated other in-year issues could emerge impacting on that risk but believes it is not unreasonable to have a website that was secure and accessible. She said she was mindful of the need to maintain an independent and impartial risk-based Inspection Programme. However, there were inescapable issues such as UK NPM responsibilities and without sufficient funding could fetter CJI's independence. These matters have been raised with the Permanent Secretary and the Minister of Justice.
- DA agreed the budget situation has wider impacts and this risk should be kept under review.
- JD advised that where additional inspection support from other Inspectorates is required, sufficient advance notice needs to be given to secure that support.
- DA and MK commended the Risk Register to the Committee.

**7 Review the Internal Audit Plan for 2024-25.**

- AO spoke to the Internal Audit Plan which intends to audit the area of Finance Support in quarter four.
- DA commented that the Plan was proportionate to CJI's level of risk.
- AO advised that the audit of HR Support had recently been carried out and found a Satisfactory assurance with no recommendations. The full report will be circulated prior to the June meeting.
- The EQA document had also been shared with members. AO advised the report issued yesterday and will be provided for the June meeting.

**8 Consider the NIAO Audit Strategy proposed in respect of the current year's accounts.**

- FPM and NIAO met with JC and MR to plan the strategy and the timetable was similar to previous years.
- SV highlighted the two main risks detailed in the document and that materiality has been set at 2%. She asked if there were any issues CJI wished to flag and JC confirmed there were none.
- DA expressed his thanks for the paper which contains everything he would expect to see and commented that the materiality was set very low. He welcomed the assurance around the timing and that the report would be available for the June meeting.
- JD asked if FPM would be on site and SV advised a hybrid working model would be adopted with documents already received via the secure portal with on-site work for testing.

**9 Review of the draft CJI Governance Statement for inclusion in the 2023-24 Annual Report and Accounts.**

- The Governance Statement had been reviewed and shared with members in advance of the meeting.

- DA commented that it contained all the items expected and complies with the requirements.
- MK suggested the Governance Statement be aligned to the Risk Register and JC agreed this would be done for the June meeting.
- JC confirmed a few points still needed to be updated and this would be done once the information was available.
- **Action: JC**
- Members agreed they were content with the Statement.

10 **Overview of work ongoing in the preparation of the 12-month set of Accounts for CJI.**

- MR advised that work was underway with progress milestones met and there were no issues to report. A final draft will be available on 1 May.
- DA thanked the Department for their continued support.

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

- JD gave an update on anonymous correspondence received in relation to the Northern Ireland Prison Service. JD had obtained assurance from the NIPS Director General that the issues raised were being investigated. Both non-executive members had been made aware of the issue when it was received by CJI.
- JD also advised copies of letters going back 10 years+ to a range of world leaders had been addressed to CJI, sent anonymously with no return address.

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 CI, Deputy CI and all other staff for the financial year was noted by all members.

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

- The reported information was noted by all members.


15 **AOB**

- NICS Internal Audit Services External Quality Assessment shared with members.
- This was DA's final meeting and he expressed his pleasure and enjoyment at being part of the CJI Audit Committee in different capacities over the years. He remains very supportive of CJI and thanked all members for making the job so pleasurable.
- JD replied that everyone in CJI very much appreciated DA's professional and energetic support which was always professional and will be missed.

16 **Dates of next meeting.**

The date of the next meeting is as follows:  
Summer – Thursday 6 June 2024 at 10am.

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



**Mandy Kilpatrick**  
**Acting Chairperson**

**Date 6 June 2024**