

CJI Audit and Risk Assurance Committee (ARAC) Meeting Outputs

Thursday 16 January 2025 in Knockview Buildings

Attendees:

Independent member: (Chair)	Cathy Galway (CG)
Independent Member:	Mandy Kilpatrick BEM (MK)
DoJ Sponsor Division:	Claire Robinson (CR)
DoJ Internal Audit:	Martin Hampton (MH)
FPM	Suzanne Villiers (SV)
NIAO:	Catherine O'Hagan (CO'H)
FSD:	Joanne Jamison (JJ)
Criminal Justice Inspection (CJI):	Jacqui Durkin (JD) James Corrigan (JC) Meloney McVeigh (MMcV)
ARAC Secretary:	Linda Boal (LB) CJI

Agenda Description / Comments

No	
1	Introduction/acknowledgements. <ul style="list-style-type: none"> CG welcomed everyone to the meeting.
2	Apologies. Amanda Oliver (Internal Audit), Jessica Brooks (FSD) and David MacAnulty (CJI).
3	Declaration of interest/Conflict of interest. <ul style="list-style-type: none"> None.
4	Minutes of previous meeting – 10 October 2024 and matters arising. The minutes of the previous meeting were agreed and signed. Matters arising: <ul style="list-style-type: none"> All actioned.

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

- The CJI Risk Register had been updated in January 2025 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 – an addition regarding reduced availability of personnel to undertake on-site fieldwork. Key controls were amended to address this. CG asked if additional resources were confirmed for the Ministerial Review (MR). MMcV replied that the DoJ have agreed to provide extra funding for the MR and JD is speaking with the Chief Inspector HMI Probation to discuss the expertise required and costs.
- Risk 2 – additional points included the CJI website redevelopment and security. Assurance was provided that risk are addressed as part of the Key Controls with the website support contract with the incumbent supplier extended for three months to cover the period when the new website is under development. Responses to the website tender were evaluated and the letters of award/regret to be issued by 17 January, with delivery by the end of May. The Chief Inspector reappointment was also included.
- MK suggested there would be merit in including the 2023 Departmental Review of CJI in the Risk Register as a control as ensuring that the recommendations within the Review are kept under review would address the identified risks. CG asked if this was for the Department to control. CR advised the Review Recommendations were discussed at the quarterly CJI-DoJ Oversight Meetings. MMcV undertook to add this point and Key Control to the Risk Register.
- **Action: MMcV.**
- Risk 3 – included a risk regarding a Ministerial request for a review which cannot be met without addition resource and one in relation to a request for CJI to provide a response to a call for evidence to the UK COVID-19 enquiry. Impact and Key Controls were amended to reflect these points.
- JD suggested that the risk in relation to the lack of HR support was now in tolerance territory as it would have to be sourced when and if needed. MK suggested CJI could be included if another body was renewing their HR Support. CR replied that this had already been investigated and suggested that the Business Case be reviewed and submitted again.
- **Action: MMcV.**
- CG and MK thanked MMcV for the update on changes to the Risk Register.

6 **External Audit: NIAO Audit Strategy 2024-25.**

- The Audit Strategy 2024-25 was shared with members in advance of the meeting.
- SV spoke to the paper which would be carried out by FPM Accountants on behalf of the NIAO.
- The audit will be the same as last year with no suggested changes to the plan. Materiality would be consistent with last year.
- There were no matters to report from the previous audit.

- The only significant risk could be fraud which was considered to be minimal given CJI had no income other than the funding from DoJ.
- The audit timetable was detailed in the report which also included actions for the Audit Committee.

7 **Review the overall CJI Assurance Framework.**

- MMcV spoke to the paper which is reviewed on an annual basis and reflects the Three Line of Defence Model.
- The document includes key areas of assurance, conclusion and areas for improvement to take forward.
- CG welcomed the detailed document and asked if the controls were identified by CJI and MMcV confirmed they were.
- MH asked that any reduction to key controls are documented and MMcV confirmed she would action that where applicable.
- MK asked if there was a timeframe for agreeing the CJI Data Retention and Disposal Policy with PRONI. MMcV confirmed this work was at an early stage but would keep the Committee updated.
- All members confirmed they were content with the paper.

8 **Consider the Committee's own effectiveness in its work.**

- The paper was distributed to members in advance of the meeting.
- MK suggested a few minor amendments to the self-assessment checklist which MMcV will address.
- **Action: MMcV.**
- CG and MK confirmed they were happy with the paper.

9 **Update on the nine-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 and it will be submitted to FSD by 31 January 2025.

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

- MMcV reported a nil return.

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

- MMcV reported a nil return.

12 **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.

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

- The reported information was noted by all members.

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AOB

- CG and MK congratulated JD on her reappointment as Chief Inspector following the recent reappointment/appointment exercise.
- CR advised that a Graduate will be joining her team for one year and will attend the Audit Committee meetings during that time.
- MH advised that the Internal Audit of CJI financial processes is nearing completion and will report one priority 3 recommendation.
- The proposed internal audit for next year will focus on CJI governance arrangements of the inspection process including programme design and recommendation follow up. The internal audit proposal will be submitted in due course. JD and JC welcomed the audit plan.

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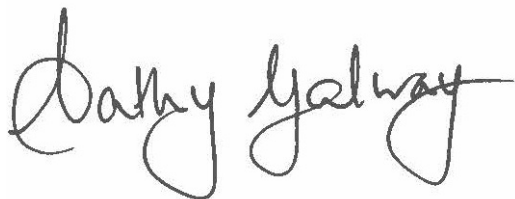
Dates of next meetings.

Dates for the next meetings:

Spring – Wednesday 2 April 2025 at 11.30am; and

Summer – Thursday 5 June 2025 at 10am.

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



Cathy Galway
Chairperson

2 April 2025

Date