

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

**Wednesday 2 April 2025 in Knockview Buildings**

### Attendees:

<b>Independent member: (Chair)</b>	Mandy Kilpatrick BEM (MK)
<b>Independent Member:</b>	Cathy Galway (CG)
<b>DoJ Sponsor Division:</b>	Claire Robinson (CR) Aidan Lynch (AL)
<b>DoJ Internal Audit:</b>	Amanda Oliver (AO)
<b>AAB Accountants:</b>	Teresa Campbell (TC)
<b>NIAO:</b>	Catherine O'Hagan (CO'H)
<b>FSD:</b>	Jessica Brooks (JB)
<b>Criminal Justice Inspection (CJI):</b>	Jacqui Durkin (JD) James Corrigan (JC) Meloney McVeigh (MMcV)
<b>ARAC Secretary:</b>	Linda Boal (LB) CJI

### Agenda Description / Comments

#### No

- 1 **Introduction/acknowledgements.**
  - MK welcomed everyone to the meeting.
- 2 **Apologies.**  
Suzanne Villiers (AAB) and David MacAnulty (CJI).
- 3 **Declaration of interest/Conflict of interest.**
  - None.
- 4 **Minutes of previous meeting – 16 January 2025 and matters arising.**  
The minutes of the previous meeting were agreed and signed.  
**Matters arising:**
  - All actioned.

## 5 **Review of Audit and Risk Committee Terms of Reference**

- The draft document had been shared with members in advance of the meeting.
- CR asked for clarity around point 6 and specifically the members to be present for the meeting to be deemed quorate. There was a brief discussion around this point and MMcV will amend the wording on point 6 (6.3 and 6.4) and the date at 1.1 before redistributing to members. The document was signed off as agreed as of today subject to the amendments discussed and agreed being made.

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

- The CJI Risk Register was updated in March 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.
- The Risk Register will be reviewed and updated to reflect the priorities and objectives of the 2025-26 Business Plan and Inspection Programme when they are available.
- **Action: MMcV.**
- MMcV gave an overview of the Risk Register, highlighting the significant changes since the previous meeting which were:
- Risk 1 – A new risk was added in relation to capacity issues within inspected organisations due to overlapping fieldwork. The Impact and Key Controls were adjusted to consider this. The ISO certification was retained following an audit in January 2025. An area for improvement in relation to the possible impact of climate change was identified and will be considered before the next audit. The retender for an audit certification body will take place later in the year. A pilot to review recommendation implementation for two inspection reports will be included in the 2025-26 programme.
- Risk 2 – The risk concerning sufficient opening budget allocation to deliver the planned inspection programme including funding for inspection of places of detention as NPM member responsibilities remains. The Impact on the proposed Inspection Programme being impacted by rising costs of external Inspectorates was also included. Key Controls now include the CJI website development currently underway. CJI continue to engage with DoJ sponsor division and Financial Services Division on emerging and known budget pressures. Discussions around the creation of an Associate Inspector list and the recruitment of a Full Time Inspector towards the end of the calendar year were also added.
- MK noted her concern regarding the risk of insufficient funding and expertise being available for inspection of places of detention.
- Risk 3 – An additional point was added regarding requests for unplanned work causing delay to delivery of the planned Inspection Programme. Key Controls were amended to include budget planning exercises being carried out and regular engagement with staff regarding delivery of the Inspection programme.
- CG and MK thanked MMcV for the update on changes to the Risk Register.

## 7 **Internal Audit**

- The Internal Audit Plan 2025-26 was shared with members and will focus on CJI governance arrangements for the Inspection Programme.
- JD said she would welcome a discussion around the scope of the audit in advance of Terms of Reference being developed and the timing of the work.
- **Action: AO to arrange.**
- CG asked if the scope of the audit would include CJI's budget. AO replied that it would not.
- AO also advised there is an internal audit review of attendance management being carried out at a Departmental level.
- The 2024-25 Internal Audit Review report of CJI's Finance Support was shared with members. It reported a Satisfactory opinion with three priority 3 recommendations which were all accepted by management.
- AO also advised of new Global Internal Audit Standards from 1 April 2025 which have just been issued but contained no significant changes. The Internal Audit Charter will be revised to reflect the changes and an explanatory note will be circulated.
- CG and MK welcomed the planned systemic review and noted the priority 3 recommendations. They advised that they have received an invite to attend an Audit Chairs forum in May.

## 8 **External Audit.**

- The External Audit Strategy 2024-25, tabled at the January meeting was noted with no further update at this stage.

## 9 **Review the CJI Governance Statement.**

- The draft CJI Governance Statement for inclusion in the 2024-25 Annual Report and Accounts was shared with members for comment. The Governance Statement reflects the updated Dear Accounting Officer (DAO) letter 02/25 and the 2025 Corporate Governance in central government departments: Code of Good Practice NI circulated in late February 2025. The document contained a few minor points still to be finalised following year end. An updated version will be shared with members before inclusion in the draft Annual Report and Accounts submitted to the external auditors.
- MK welcomed the work that had been undertaken to produce a detailed and thorough draft. She will feed a few small points back to MMcV in relation to the Shared Services Financial section.
- **Action MK.**
- MMcV thanked CG for her comments which have already been received.
- The final document will be included in the CJI Annual Report and Accounts 2024-25.
- Members had also received copies of the DAO (DoF) memo Code of Good Practice and Corporate Governance in central government department: Code of Good Practice NI documents in advance of the meeting for information.

## 10 **Update on the preparation of the 12-month set of accounts.**

- JB gave an overview of the current financial position. The year-end accounts are in progress with no issues or points of concern. The final draft of the financial statements will be available for inclusion as part of the Annual Report and Accounts 2024-25 which are to be submitted to the external auditors by 2 May 2025.
- MK thanked JB for her work on these to date.

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

- MMcV reported a nil return.

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

- MMcV reported a nil return.

**13 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 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.
- JD requested a minor adjustment in a recent entry relevant to her.

**15 AOB**

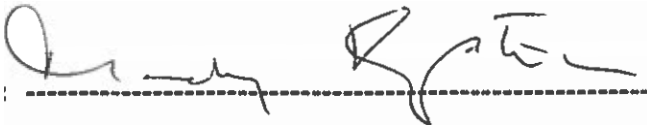
- MMcV gave members an update on the CJI website redevelopment project. The tender was awarded and a supplier appointed in January 2025. A scoping exercise has taken place and there has been regular engagement with the website designers and development team. A content audit has been undertaken and there has been engagement between the incumbent suppliers and development team on data handover and migration preparation. A design prototype reflecting the proposed new layout and architecture was shared with a small group of people with knowledge of CJI and those unfamiliar with the organisation for usability testing. Learning from the testing was used to further shape the design and website structure. Engagement with the new suppliers has been positive and they are committed to the delivery date of 31 May 2025.
- A contingency remains in place until that date.
- MK and CG thanked everyone involved in the work to develop this project.
- MMcV thanked the CJI Business Support Team and other staff contributing to the delivery of the project for their work to date.

**16 Dates of next meetings.**

Dates for the next meeting:

Summer – Thursday 5 June 2025 at 10am.

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



**Mandy Kilpatrick BEM**  
Chairperson

**Date: 5 June 2025**