

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

Thursday 5 June 2025 in Knockview Buildings

### Attendees:

<b>Independent member: (Chair)</b>	Cathy Galway (CG)
<b>Independent Member:</b>	Mandy Kilpatrick BEM (MK)
<b>DoJ Sponsor Division:</b>	Claire Robinson (CR) Aidan Lynch (AL)
<b>DoJ Internal Audit:</b>	Amanda Oliver (AO) Martin Hampton (MH)
<b>AAB Accountants:</b>	Suzanne Villiers (SV)
<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) David MacAnulty (DMacA)
<b>ARAC Secretary:</b>	Linda Boal (LB) CJI

### Agenda Description / Comments

#### No

- 1 Introduction/acknowledgements.**
  - CG welcomed everyone to the meeting.
- 2 Apologies.**

None.
- 3 Declaration of interest/Conflict of interest.**
  - None.
- 4 Minutes of previous meeting – 2 April 2025 and matters arising.**

The minutes of the previous meeting were agreed and signed.

**Matters arising:**

- All actioned.

5 **Consider the External Audit opinion for 2024-25 (RTTCWG)**

- CO'H presented the draft Report to those charged with Governance and advised the only items outstanding were the ISA 402 Assurance reports from HR Connect, Account NI and IT Assist but these are expected very soon.
- SV advised that the financial statement will be certified with an unqualified opinion, without modification.
- There were no priority one recommendations in relation to regularity and the internal control environment identified in the report. The report found CJI has robust processes in place for the production of the accounts and continue to produce good quality supporting papers.
- There were two uncorrected misstatements reported (£12,435) which exceed the threshold of £1,200. The net impact of this amount is immaterial to the financial statements taken as a whole.
- While the NIAO is required to recommend the misstatement is corrected, it is an Accounting Officer decision.
- The Accounting Officer, JC, is content to leave it as it is as there is no benefit in correcting and it is below the materiality threshold. MMcV confirmed that both misstatements were the result of previously estimated accruals.
- CO'H advised it is not unusual practice to not correct it.
- CG and MK were content that the misstatement could not reasonably be expected to influence economic decisions and agreed it should be left as it is.
- JD, CG and MK thanked everyone involved for their work on getting the accounts to this point and it was agreed that no correction as necessary.

6 **Discuss the implications of the result of the Accounting Officer's review of effectiveness of the system of control in relation to the Governance Statement.**

- JC gave an overview of the Governance Statement included in the Annual Report and Accounts. He confirmed CJI had achieved all but one of its objectives. The Corporation Sole corporate governance requirements have been fulfilled; the ISO 9001:2015 accreditation was retained; the Inspection Programme was progressed as required, media and communications continues to expand and the new website has been delivered. The Internal Audit was successfully carried out, there were no lapses in security; and CJI received an annual assurance statement from FSD concerning its internal controls governing risk and monitoring activities.

7 **Review and consider the Annual Report and Accounts.**

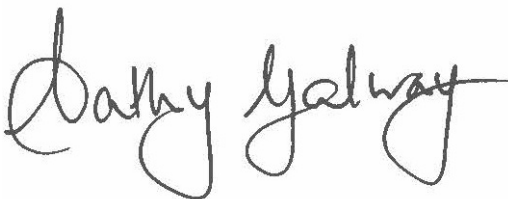
- JB spoke to the covering note which accompanied the Annual Report and Accounts. The key dates timetable was included and CR asked if the point of Ministerial submission could be included. JB agreed and MMcV confirmed she would keep CR updated once the date was confirmed.

- **Action: JB and MMcV.**
  - JB confirmed the Annual Report and Accounts was on track for the agreed dates.
  - MK queried the amount paid for consultancy as it had significantly increased from last year and JD and MMcV confirmed this was both in relation to support from external Inspectorates in relation to the MARA Ministerial request work and the new website costs.
- 8      **Advise the Accounting Officer on signing the Accounts and Government Statement.**
- JD, CG and MK confirmed they were content with the 2005 Annual Report and Accounts and for the CJI Accounting Officer to sign.
  - **Action: JC.**
- 9      **Internal Audit Annual Report and Opinion 2024-25.**
- AO presented the report which showed a Satisfactory audit opinion and contained three Internal Audit recommendations.
  - MK welcomed the wording in the Overall Opinion section of the report giving assurance that a robust and comprehensive framework of assurance exists in CJI.
  - JD thanked Internal Audit for their work with CJI during the year.
- 10     **Report summarising any significant changes to CJI's Risk Register.**
- The CJI Risk Register was updated in May 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 – capacity issues within CJI and overlapping fieldwork impacts on the analysis of evidence and delays to drafting reports. An enhancement to the key control of improved planning and monitoring to identify pressure points and more frequent discussion between Inspectors and CI and DCI was included to mitigate this risk.
  - Risk 2 – the new CJI website went live on Friday 30 May. The Business Support Team continue to work with the developers to carry out User Acceptance Testing and address issues requiring correction. JD and JC thanked the Business Support Team for their vital work in delivering this project on time and on budget.
  - Risk 3 – the workload pressures on CJI staff reduces morale and quality of service was added. The key control of regular staff engagement and more effective internal planning and the support of wellbeing was added. MMcV added that staff training, development and wellbeing was included in the Business Plan.
  - CG and MK thanked MMcV for the update on changes to the Risk Register.

- 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 was noted by all members.
- 14 **Review of CJI's gifts and hospitality register.**
- The reported information was noted by all members.
- 15 **AOB**
- There were no further points for discussion.
- 16 **Dates of next meetings.**
- The following dates are proposed for the next meetings:***
- Autumn - Thursday 9 October 2025 at 10am;  
Winter - Thursday 22 January 2026 at 10am;  
Spring - Thursday 16 April 2026 at 10am; and  
Summer – Thursday 4 June 2026 at 10am.

If these dates cause an issue, please advise LB as soon as possible.

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



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**Cathy Galway**  
Chairperson

8 October 2025

**Date:**