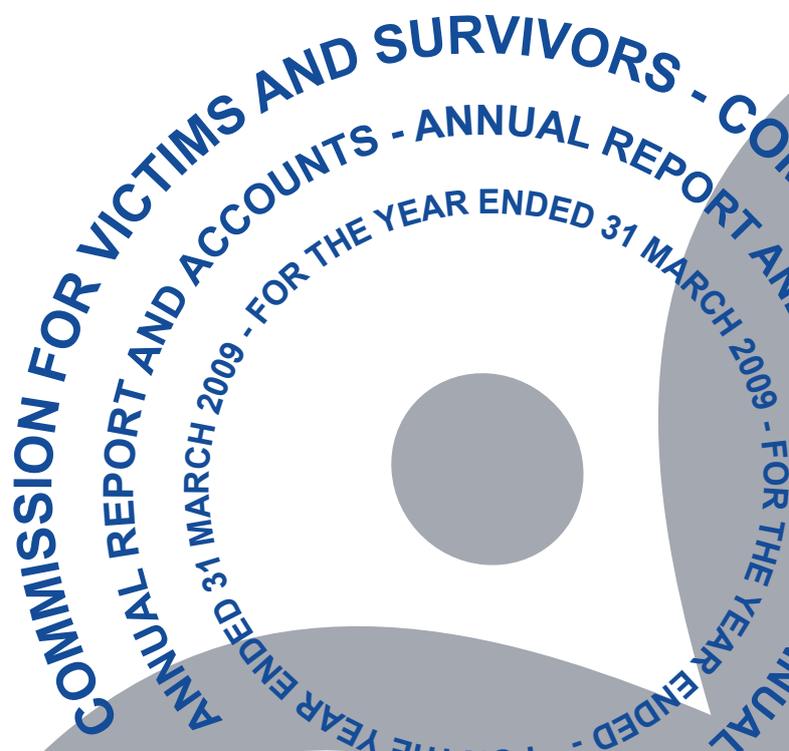


# Commission for Victims and Survivors

Annual Report and Accounts

For the year ended 31 March 2009





Commission for Victims and  
Survivors

# Annual Report and Accounts

for the year ended 31st March 2009

The Accounting Officer authorised these financial statements for issue  
on  
6th December 2010

Laid before the Northern Ireland Assembly under the Victims and Survivors  
(Northern Ireland) Order 2006, as amended by the Commission for Victims and  
Survivors Act (Northern Ireland) 2008  
by the Office of the First Minister and deputy First Minister  
on  
24th March 2011

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Any enquiries regarding this document / publication should be sent to us at the Commission for Victims and Survivors, 9-15 Bedford Street, Belfast, BT2 7EG, or email: [commission@cvsni.org](mailto:commission@cvsni.org). This document is also available from our website at <http://www.cvsni.org>.

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# Secretary's Report

The Commission for Victims and Survivors presents its accounts for the ten month period to 31 March 2009.

The Commission produces its accounts and annual report as directed by paragraphs 15 and 16 of the Schedule to the Victims and Survivors (Northern Ireland) Order 2006 as amended by the Commission for Victims and Survivors Act (Northern Ireland) 2008.

These accounts have been prepared in accordance with the appropriate form and disclosure requirements of the Government Financial Reporting Manual (FReM).

## Management Commentary

### Statutory Background

The Commission for Victims and Survivors was established in May 2008, under the Victims and Survivors (Northern Ireland) Order 2006, amended by the Commission for Victims and Survivors Act (Northern Ireland) 2008. It is a Non-departmental Public Body of the Office of the First and deputy First Minister and falls within the scope of that Departmental boundary.

The primary aim of the Commission is to promote the interests of Victims and Survivors.

The Commissioners for Victims and Survivors are:

- Patricia MacBride
- Brendan McAllister
- Bertha McDougall
- Michael Nesbitt

They were appointed by the First Minister and deputy First Minister on the 23<sup>rd</sup> May 2008 and this is when the Commission in effect commenced hence the 10 month account. They were appointed for a period of 4 years.

### Aims and Objectives

The Commission's main aims are:

- i. To promote awareness of the needs of victims and survivors;
- ii. To keep under review the adequacy and effectiveness of law and practice;
- iii. To keep under review the adequacy and effectiveness of services;
- iv. To provide advice to Government, the Executive Committee of the Assembly and any body or person providing services for victims and survivors on matters concerning the interests of victims and survivors;

- v. Take reasonable steps to ensure that the views of victims and survivors are sought;
- vi. To make arrangements for a forum for consultation and discussion with victims and survivors.

## **Principal Activities**

During this period the principal activities undertaken in order to achieve these objectives are:

### **Promoting awareness and safeguarding interests**

The Commission sees this area as key to ensuring that the needs of victims and survivors are brought to the fore and that over time it is recognised that their needs evolve. As part of this remit Commissioners conduct extensive engagement and provide a central point of contact for victims and survivors. The Commissioners undertake a strong advocacy role and lobby on matters which affect the lives of victims and survivors. In addition the Commissioners make themselves available to all individuals and groups on a one to one basis to discuss particular difficulties or issues.

### **Review the adequacy and effectiveness of law and practice**

On legal and associated matters the Commission seeks to ensure compliance with all EU and national legislation with regard to victims and survivors. The Commission also ensures that their interests are considered in policy formulation across all Government Departments and Agencies. OFMDFM published its ten year strategy during this period and the Commission has provided a pivotal role in the dissemination and co-ordination of responses to that strategy.

### **Review the adequacy and effectiveness of services**

With regard to the provision of services, the Commission monitors and evaluates this on an on-going basis through meetings across Government and other Agencies including the non statutory sector. It is also developing a series of tools which will assist in the evaluation of services for the future. The Commission has provided support to OFMDFM on the development of the new service which forms part of the ten year strategy.

### **Advice to Government, the Executive Committee of the Assembly and any body or person**

The Commission provides advice, guidance and support to the Office of the First Minister and deputy First Minister as joint chairs of the Executive and also to OFMDFM Ministers, Executive Ministers and other organisations and individuals. This role is central to sustaining the provision of services and responding to the needs of victims and survivors.

### **Take reasonable steps to ensure that the views of victims and survivors are sought**

The Commission provides for extensive stakeholder engagement on a wide range of views. A number of consultation events were held throughout this period. The Commissioners sit on a number of working groups to ensure that the views of victims and survivors are heard and, importantly, acted on. A number of meetings were held during the period with the First and deputy First Minister and the Junior Ministers, Ministers of the Legislative Assembly, Councillors and Academics. These meetings have been essential to ensure that through developing policies the needs of victims and survivors are considered.

## **Make arrangements for a forum for consultation and discussion with victims and survivors**

The Commission is obligated to provide for a forum by Article 6(6) of the Victims and Survivors Order (Northern Ireland) 2006, which establishes a duty to -

*“make arrangements for a forum for consultation and discussion with victims and survivors.”*

In convening a forum the Commission needs to honour its statutory remit while at the same time being sensitive to issues of division and disagreement across our society. The Commission needs to respect the integrity of individuals, groups and organisations relevant to its task of promoting the interests of victims. It needs to develop ways of working which enable people to feel that their integrity is being respected and upheld. All of these issues and the details on implementation have been covered in the Forum Design Plan which is available on the Commissions website.

## **Key Achievements**

A significant achievement during this period was the setting up and establishment of the Commission's offices and the development of a website which acts as a portal for all of the Commission's information and communications.

The Commission also developed a Communications Plan which highlighted the need for extensive stakeholder engagement across Northern Ireland seeking the views of victims and survivors. During this period the Commission hosted a number of public meetings to gather information which has assisted in the development of its corporate planning.

The Commission facilitated experts from a range of business sectors to engage with individuals and groups by providing practical support and services on a pro bono basis, across a range of governance, financial management, and strategic planning issues.

In 2008/2009 the Commission explored different options for the development arrangements of the Forum. The Commission set up a Forum Development Group which proved invaluable in the formulation and design of the pilot Forum.

In addition the Commission completed an Initial Review of Need which will form the basis of a Comprehensive Review of Need.

The Commission also developed proposals for Government for the future of Trauma Advisory Panels with a view to using their expertise and knowledge.

## **Personal data**

The Commission for Victims & Survivors is required to report on personal data related incidents and accordingly have a control system to meet these responsibilities under the Data Protection Act 1998 and the Freedom of Information Act 2000. The control system has been established to ensure the appropriate handling of personal data and information used for operational and reporting purposes through the development of appropriate strategy and policy. In the 2008/09 year the Commission for Victims & Survivors received no information request. There were no instances of personal data loss during the period under review.

## Absence data

Listed in the table below are the sick absence results for the Commission for Victims & Survivors:

	Working days lost 08/09	Average days lost per WTE member of staff	Absence rate 08/09
Including long term absence	16	2	12.5%
Excluding long term absence	-	-	-

## Important Events occurring after the year-end

The Accounting Officer for the Commission was appointed on the 6<sup>th</sup> April 2009.

Commissioner Michael Nesbitt resigned 17 February 2010.

## Research & Development

The Commission conducted an Initial review of Need which was an initial step, to inform the development of a comprehensive assessment of the needs of victims and survivors. The Commission appointed an independent research organisation, the Social Research Centre (SRC) and Associates, to carry out a review of existing literature produced by individuals, groups and organisations of their needs.

The aims of this initial review of needs were four-fold, namely to:

- i. Analyse existing literature that assesses the many diverse needs of victims and survivors and from this, identify key needs;
- ii. Identify gaps in the existing research;
- iii. Recommend key areas which would benefit from further research; and,
- iv. Inform an outline structure of a comprehensive needs assessment.

This literature review began in October 2008 and concluded in January 2009.

## Charitable Donations

The Commission did not make any charitable donations.

## Payments to Suppliers

On 27 November 2008, DFP issued DAO 12/08 'Supporting Businesses: Prompt Payment of Invoices' in which it asked Accounting Officers to ensure that all possible steps were being taken to pay suppliers in respect of valid invoices as promptly as possible and in particular to support the commitment to pay businesses within 10 days. This was followed by an announcement of the 10 day target by the Finance Minister on 28 November 2008. In the period 1 December 2008 to

31 March 2009, OFMDFM paid 63% of invoices within 10 days.

The Commission is committed to the prompt payment of bills for goods and services received. This is in accordance with the Confederation of British Industry's Prompt Payment Code which requires payment within 30 days of receipt of the goods and services or on presentation of a valid invoice or similar demand, whichever is the later (unless otherwise stated in the contract). The Commission for Victims & Survivors' payments were wholly processed via the Office of the First and deputy First Minister during this period, the statistics produced by that Department include the Commission and as reported during the year, 85% of bills were paid within this standard.

## **Disabled Persons**

The Commission for Victims & Survivors is committed to the provision of equality of opportunity and fair participation to all persons regardless of sex, marital status, religious belief, political affiliation/opinion, age, family status, ethnic or racial background, sexual orientation, disability, nationality or trade union membership.

## **Equality**

The Commission will, in all its actions, conform to both the letter and the spirit of the relevant equality legislation. The Commission will provide equality of opportunity to all persons irrespective of whether or not there are legislative provisions in place.

## **Employee involvement**

The Commission encourages widespread consultation and exchange of information at all levels within the office, through staff and team briefings.

## **Sustainability**

The Executives Programme for Government identifies sustainability as a cross cutting theme and states that building a sustainable future will be a key requirement for our economic, social and environmental policies and programmes.

The Commission contributed to the sustainability of the future of services to victims and survivors and are continuing to ensure that their needs are met. This was primarily through the establishment of the Forum Development Group and their subsequent recommendations for the pilot Forum.

## **Register of Interests**

The Commissioners and the Secretary to the Commission are required to register all interests, direct or indirect, which members of the public might reasonably think could influence their judgement. An up to date register of interests is maintained and is available for inspection at the Commission's offices.

## Statement of disclosure of information to the auditors

The Accounting Officer can confirm that:

- So far as the Accounting Officer is aware, there is no relevant audit information of which the company's auditors are unaware. For this purpose "relevant audit information" comprises the information needed by the auditors in connection with preparing their report; and
- The Accounting Officer has taken all steps, including making enquiries of the Commissioners and the auditors and any other steps required by the Accounting Officer's duty to exercise due care, skill and diligence, that she ought to have taken in his duty as an Accounting Officer in order to make herself aware of any relevant audit information and to establish that the company's auditors are aware of that information.

## Auditors

The financial statements are audited by the Comptroller and Auditor General for Northern Ireland (C&AG) in accordance with the Government Resources and Accounts Act (Northern Ireland) 2001. The Comptroller and Auditor General is head of the Northern Ireland Audit Office and he and his staff are wholly independent of the Commission. He reports his findings to the Assembly.

The audit of the financial statements for 2008/09 resulted in an audit fee of £5,000 which is included in the Operating Costs within the Operating Cost Statement.

# Statement of Secretary's and Commissioners Responsibilities

Under the Victims and Survivors (Northern Ireland) Order 2006 as amended by the Commission for Victims and Survivors Act (Northern Ireland) 2008, the Office of the First Minister and deputy First Minister has directed the Commission for Victims and Survivors for Northern Ireland to prepare financial statements for each financial year in compliance with the accounting principles and disclosure requirements of the Government Financial Reporting Manual. The accounts are prepared on an accruals basis and must give a true and fair view of the state of affairs of the Commission for Victims and Survivors for Northern Ireland and of its income and expenditure, recognised gains and losses and cashflows for the financial year.

In preparing the accounts, the Secretary and the Commissioners are required to comply with the requirements of the Government Financial Reporting Manual and in particular:

- observe the Accounts Direction issued by the Office of the First Minister and deputy First Minister including relevant accounting and disclosure requirements and apply suitable accounting policies on a consistent basis;
- make judgements and estimates on a reasonable basis;
- state whether applicable accounting standards as set out in the Government Financial Reporting Manual have been followed, and disclose and explain any material departures; and
- prepare the financial statements on the going concern basis.

The Accounting Officer of the Office of the First Minister and deputy First Minister has designated the Secretary to the Commission for Victims and Survivors as Accounting Officer for the Commission. The responsibilities of an Accounting Officer, including responsibility for the propriety and regularity of the public finances for which the Accounting Officer is answerable, for keeping proper records and for safeguarding the Commission for Victims and Survivors' assets are set out in Managing Public Money Northern Ireland published by Department of Finance and Personnel.

# Statement of Corporate Governance

The Commission for Victims & Survivors is committed to the highest standards of corporate governance. The Commission values good corporate governance both in the area of accountability and risk management and also as a positive contribution to the development of the business.

The policy of the Commission is to manage the Commission's affairs in accordance with the HM Treasury's "Corporate Governance in Central Government Departments – A Code of Good Practice" issued in July 2005, so far as the Commission considers appropriate and relevant to the nature and scale of the company's operations.

The Secretary is the Accounting Officer of the Commission for Victims & Survivors and is, responsible and accountable for the management of the Commission's funds and assets.

The Commission's primary source of income is grant-in-aid provided by the Office of the First Minister and deputy First Minister (OFMDFM).

Relationships between the Commission and the Ministers and their Department are governed by the "arm's length" principle, wherein the primary role of Ministers is to set the Commission's legal and financial framework including the structure of its funding and governance. These responsibilities are discharged on a day-to-day basis on the Ministers' behalf by the Sponsoring Department. Within this framework, it is the role of the Commission to determine its policies and activities in keeping with its statutory responsibilities and the objectives of Government policy.

The Commission has agreed a Management Statement and Financial Memorandum (MSFM) with OFMDFM. This sets out the relationship between the two organisations and defines the financial and administrative framework within which the Commission operates. It also sets out the conditions on which grant-in-aid is paid to the Commission and the delegations within which the Commission operates. The MSFM has been approved by OFMDFM Ministers.

# Remuneration Report

## Remuneration Policy

The remuneration of the Commissioners is made in accordance with the Pay Strategy for Senior Civil Servants as set by the Prime Minister following independent advice from the Review Body on Senior Salaries. The remuneration of Senior Civil Servants is entirely performance based. The Head of the Civil Service assesses the performance of the Commissioners for Victims and Survivors, whilst the performance of the Secretary to the Commission is assessed by the Commissioners using the formal appraisal system utilised by the Commission.

The remuneration of the other members of the Senior Management Team is made in accordance with the pay awards as set out by the Northern Ireland Civil Service. Remuneration is entirely performance based with performance being assessed by the Secretary to the Commission, using the formal appraisal system adopted by the Commission for Victims and Survivors. Therefore there is no requirement to have a Remuneration Committee.

## Service Contracts

The appointment of the Commissioners for Victims and Survivors is made by the First Minister and deputy First Minister under Article 4 of the Victims and Survivors (Northern Ireland) Order 2006 as amended by Victims and Survivors Act (Northern Ireland) 2008 and in accordance with the code of the Office of the Commissioner for Public Appointments. The terms and conditions are as set out in the Schedule to the Victims and Survivors (Northern Ireland) Order 2006.

The Commissioners for Victims and Survivors are Patricia MacBride, Brendan McAllister, Bertha McDougall and Michael Nesbitt. They were appointed on the 23<sup>rd</sup> May 2008 for a four year period with the possibility of renewal for one further term.

The other members of the Senior Management Team are secondees from the Office of the First and deputy First Minister, the Department of Employment and Learning, the Department of Health and Social Services and Public Safety. They are permanent appointments in the Northern Ireland Civil Service.

## Salary Entitlement (Audited) 2008-2009

Name	Salary including performance pay £'000 per annum	Benefits in Kind (Rounded to nearest £100)
<b>Brendan McAllister</b>	55 – 60 (60 – 65 full year equivalent)	
<b>Patricia MacBride</b>	55-60 (60 – 65 full year equivalent)	
<b>Bertha McDougall</b>	55-60 (60 – 65 full year equivalent)	
<b>Michael Nesbitt</b>	55-60 (60 – 65 full year equivalent)	

### Salary

Salary includes gross salary, performance pay or bonuses, any allowance such as London Weighting Allowances, to the extent that it is subject to UK taxation. This report is based on payments made to the Commissioners for Victims and Survivors and thus recorded in these accounts.

### Benefits in Kind

The monetary value of benefits in kind covers any benefits provided by the employer and treated by the Inland Revenue a taxable emolument. The Commissioners or Senior Management Team did not receive any benefits in kind during the period ended 31<sup>st</sup> March 2009.

# Pension Entitlement

## Northern Ireland Civil Service (NICS) Pension arrangements

Pension benefits are provided through the Northern Ireland Civil Service pension arrangements which are administered by Civil Service Pensions (CSP). Staff in post prior to 30 July 2007 may be in one of three statutory based 'final salary' defined benefit arrangements (classic, premium, and classic plus). These arrangements are unfunded with the cost of benefits met by monies voted by Parliament each year. Pensions payable under classic, premium, and classic plus are increased annually in line with changes in the Retail Prices Index. New entrants joining on or after 1 October 2002 and before 30 July 2007 could choose between membership of premium or joining a good quality 'money purchase' stakeholder arrangement with a significant employer contribution (partnership pension account). New entrants joining on or after 30 July 2007 are eligible for membership of the nuvos arrangement or they can opt for a partnership pension account. Nuvos is an 'earned pension' arrangement in which members accrue pension benefits at a percentage rate of annual pensionable earnings throughout the period of scheme membership. The current rate is 2.3%. Earned pension benefits are increased annually in line with increases in the RPI and attract annual pension increase.

Employee contributions are set at the rate of 1.5% of pensionable earnings for classic and 3.5% for premium, classic plus and nuvos. Benefits in classic accrue at the rate of 1/80th of pensionable salary for each year of service. In addition, a lump sum equivalent to three years' pension is payable on retirement. For premium, benefits accrue at the rate of 1/60th of final pensionable earnings for each year of service. Unlike classic, there is no automatic lump sum (but members may give up (commute) some of their pension to provide a lump sum). Classic plus is essentially a variation of premium, but with benefits in respect of service before 1 October 2002 calculated broadly as per classic.

The partnership pension account is a stakeholder pension arrangement. The employer makes a basic contribution of between 3% and 12.5% (depending on the age of the member) into a stakeholder pension product chosen by the employee. The employee does not have to contribute but where they do make contributions, the employer will match these up to a limit of 3% of pensionable salary (in addition to the employer's basic contribution). Employers also contribute a further 0.8% of pensionable salary to cover the cost of centrally-provided risk benefit cover (death in service and ill health retirement).

The accrued pension quoted is the pension the member is entitled to receive when they reach pension age, or immediately on ceasing to be an active member of the scheme if they are at or over pension age. Pension age is 60 for members of **classic**, **premium**, and **classic plus** and 65 for members of **nuvos**. Further details about the CSP arrangements can be found at the website [www.civilservice-pensions.gov.uk](http://www.civilservice-pensions.gov.uk).

## Cash Equivalent Transfer Values

A Cash Equivalent Transfer Value (CETV) is the actuarially assessed capitalised value of the pension scheme benefits accrued by a member at a particular point in time. The benefits valued are the member's accrued benefits and any contingent spouse's pension payable from the scheme. A CETV is a payment made by a pension scheme or arrangement to secure pension benefits in another pension scheme or arrangement when the member leaves a scheme and chooses

to transfer the benefits accrued in their former scheme. The pension figures shown relate to the benefits that the individual has accrued as a consequence of their total membership of the pension scheme. The CETV figures, and from 2003-04 the other pension details, include the value of any pension benefit in another scheme or arrangement which the individual has transferred to the CSP arrangements. They also include any additional pension benefit accrued to the member as a result of their purchasing additional years of pension service in the scheme at their own cost. CETVs are calculated in accordance with The Occupational Pension Schemes (Transfer Values) Regulations (Northern Ireland) 1996 as amended and do not take account of any actual or potential benefits resulting from Lifetime Allowance Tax which may be due when pension benefits are taken.

### Real increase in CETV

This reflects the increase in CETV effectively funded by the employer. It does not include the increase in accrued pension due to inflation, contributions paid by the employee (including the value of any benefits transferred from another pension scheme or arrangement) and uses common market valuation factors for the start and end of the period.

## Pension Entitlements (Audited) 2008-09

Name	Real increase in pension and related lump sum at age 60 £'000	Accrued pension at age 60 as at 31/03/09 and related lump sum £'000	CETV at 31/03/09 £'000	Real increase in CETV £'000
Brendan McAllister	0 - 2.5	14	15	15
Patricia MacBride	0 - 2.5	14	10	10
Bertha McDougall	-	-	-	-
Michael Nesbitt	0 - 2.5	14	15	15



**Anne Dorbie**  
Accounting Officer  
6th December 2010

# Statement on Internal Control

## Scope of responsibility

As Accounting Officer, I have responsibility for maintaining a sound system of internal control that supports the achievement of the Commission for Victims and Survivors Northern Ireland's policies, aims and objectives, whilst safeguarding the public funds and assets for which I am personally responsible, in accordance with the responsibilities assigned to me in Managing Public Money.

All relevant internal control considerations, including any issues of risk, are taken into account with regard to the achievement of the Commission's objectives.

During this period the Commission operated on a budget given to it through the Victims Unit of the Office of the First & Deputy First Minister's Department and in effect came under the auspices of the Principal Accounting Officer within the Department.

## The purpose of the system of internal control

The system of internal control is designed to manage risk to a reasonable level rather than to eliminate all risk of failure to achieve policies, aims and objectives; it can therefore only provide reasonable and not absolute assurance of effectiveness. The system of internal control is based on an ongoing process designed to identify and prioritise the risks to the achievement of the Commission's policies, aims and objectives, to evaluate the likelihood of those risks being realised and the impact should they be realised, and to manage them efficiently, effectively and economically. The system of internal control has been in place in the Commission for the year ended 31 March 2009 and up to the date of approval of the annual report and accounts, and accords with Treasury guidance.

## Capacity to handle risk

As part of the development of the Work Plan 2008/09 the Commission identified risks pertinent to the achievement of those targets. Staff employed to deliver those targets were chosen for their skills and competencies in key areas such as managing resources and people, development of policy and strategy and good communication skills. Commissioners and the Senior Management Team provide leadership to the risk management process in their particular areas of responsibility and also corporately through the Board. The Commission had not yet appointed their Internal Audit functions but relied on that within the Office of the First and Deputy First Minister. The Internal Audit function has been appointed in 2009 and also the Audit & Risk Committee has been established.

Guidance issued centrally is communicated to staff for implementation as appropriate. Where this impacts on the business of the Commission, either as a new requirement or as a change to existing processes, it is considered in the wider context of the Commission's Work Plan and risk register.

## The risk and control framework

The Commission's risk management strategy is based on the development and maintenance of the work plan. The risk management strategy is managed by the Board which considers and satisfies itself that the significant risks identified in the Commission's risk register have been

adequately identified, evaluated and managed. Fundamental to this process is the responsibility placed on each Commissioner and Senior Manager to establish sound systems of internal control and to identify, manage and regularly report to the Board on key risks in their business areas. This is a continual process embedded in the Commission.

## **Review of effectiveness**

As Accounting Officer, I have responsibility for reviewing the effectiveness of the system of internal control. My review of the effectiveness of the system of internal control is informed by the work of the managers within the Commission who have responsibility for the development and maintenance of the internal control framework, and comments made by the external auditors in their management letter and other reports.

Key to maintaining and reviewing the effectiveness of the system of internal control has been the work of the management and the Board of the Commission. Other controls relied on are those which exist within the Account NI Framework such as physical access controls, segregation of duties and reconciliation of expenditure.

The Commission has put place in 2009/10 an Audit & Risk Committee and an Internal Audit function. Greater reliance will be available in this reporting period.

## **Significant Control Issues**

No significant control issues were identified with regard to the Commission through the work of the Department's 2008-2009 Annual Assurance Statement.



**Anne Dorbie**  
**Accounting Officer**  
**6th December 2010**

## **THE CERTIFICATE AND REPORT OF THE COMPTROLLER AND AUDITOR GENERAL TO THE NORTHERN IRELAND ASSEMBLY**

I certify that I have audited the financial statements of the Commission for Victims and Survivors for the period ended 31 March 2009 under The Victims and Survivors (Northern Ireland) Order 2006 as amended by the Commission for Victims and Survivors Act (Northern Ireland) 2008. These comprise the Income and Expenditure Account, the Balance Sheet, the Cash Flow Statement and Statement of Recognised Gains and Losses and the related notes. These financial statements have been prepared under the accounting policies set out within them. I have also audited the information in the Remuneration Report that is described in that report as having been audited.

### **Respective responsibilities of the Commission, Secretary and Auditor**

The Commission and Secretary as Accounting Officer are responsible for preparing the Annual Report which includes the Remuneration Report, and the financial statements in accordance with the Victims and Survivors (Northern Ireland) Order 2006 and the Office of the First Minister and Deputy First Minister's directions made thereunder and for ensuring the regularity of financial transactions. These responsibilities are set out in the Statement of the Commission and Accounting Officer's Responsibilities.

My responsibility is to audit the financial statements and the part of the Remuneration Report to be audited in accordance with relevant legal and regulatory requirements, and with International Standards on Auditing (UK and Ireland).

I report to you my opinion as to whether the financial statements give a true and fair view and whether the financial statements and the part of the Remuneration Report to be audited have been properly prepared in accordance with the Victims and Survivors (Northern Ireland) Order 2006 and Office of the First Minister and Deputy First Minister's directions made thereunder. I report to you whether, in my opinion, the information, which comprises the Secretary's Report and the Management Commentary, included in the Annual Report is consistent with the financial statements. I also report whether in all material respects the expenditure and income have been applied to the purposes intended by Assembly and the financial transactions conform to the authorities which govern them.

In addition, I report to you if the Commission for Victims and Survivors has not kept proper accounting records, if I have not received all the information and explanations I require for my audit, or if information specified by the Department of Finance and Personnel regarding remuneration and other transactions is not disclosed.

I review whether the Statement on Internal Control reflects the Commission for Victims and Survivor's compliance with the Department of Finance and Personnel's guidance, and I report if it does not. I am not required to consider whether this statement covers all risks and controls, or form an opinion on the effectiveness of the Commission for Victims and Survivor's corporate governance

procedures or its risk and control procedures.

I read the other information contained in the Annual Report and consider whether it is consistent with the audited financial statements. This other information comprises Aims and Objectives, Principal Activities, and Key Achievements and the unaudited part of the Remuneration Report and I consider the implications for my certificate if I become aware of any apparent misstatements or material inconsistencies with the financial statements. My responsibilities do not extend to any other information.

## **Basis of audit opinions**

I conducted my audit in accordance with International Standards on Auditing (UK and Ireland) issued by the Auditing Practices Board. My audit includes examination, on a test basis, of evidence relevant to the amounts, disclosures and regularity of financial transactions included in the financial statements and the part of the Remuneration Report to be audited. It also includes an assessment of the significant estimates and judgments made by the Commission and Accounting Officer in the preparation of the financial statements, and of whether the accounting policies are most appropriate to the Commission for Victims and Survivor's circumstances, consistently applied and adequately disclosed.

I planned and performed my audit so as to obtain all the information and explanations which I considered necessary in order to provide me with sufficient evidence to give reasonable assurance that the financial statements and the part of the Remuneration Report to be audited are free from material misstatement, whether caused by fraud or error, and that in all material respects the expenditure and income have been applied to the purposes intended by the Assembly and the financial transactions conform to the authorities which govern them. In forming my opinion I also evaluated the overall adequacy of the presentation of information in the financial statements and the part of the Remuneration Report to be audited.

## **Opinions**

In my opinion:

- the financial statements give a true and fair view, in accordance with the Victims and Survivors (Northern Ireland) Order 2006 and directions made thereunder by Office of the First Minister and Deputy First Minister, of the state of Commission for Victims and Survivor's affairs as at 31 March 2009 and of its net expenditure, recognised gains and losses and cash flows for the year then ended;
- the financial statements and the part of the Remuneration Report to be audited have been properly prepared in accordance with the Victims and Survivors (Northern Ireland) Order 2006 and Office of the First Minister and Deputy First Minister's directions made thereunder; and
- information, which comprises the Secretary's Report and Management Commentary, included within the Annual Report, is consistent with the financial statements.

## Opinion on Regularity

In my opinion, in all material respects the expenditure and income have been applied to the purposes intended by the Assembly and the financial transactions conform to the authorities which govern them.

## Report

I have no observations to make on these financial statements.

  
KJ Donnelly  
Comptroller and Auditor General  
Northern Ireland Audit Office  
106 University Street  
Belfast  
BT7 1EU

7th December 2010

# OPERATING COST STATEMENT FOR THE PERIOD TO 31 MARCH 2009

<b>Expenditure</b>	<b>Note</b>	<b>Period to 31/03/2009 £</b>
Staff salaries and Commissioners' fees	<b>2</b>	474,597
Operating costs	<b>3</b>	112,696
Programme costs	<b>4</b>	52,460
Depreciation	<b>5/6</b>	<u>-</u>
<b>Net expenditure before notional costs</b>		<b>639,753</b>
Cost of capital	<b>1.12</b>	1,309
Notional costs	<b>3</b>	<u>43,149</u>
<b>Net expenditure for the financial period after cost of capital and notional costs</b>		<b>684,211</b>
Credit back notional costs Accommodation	<b>3</b>	(43,149)
Credit back cost of capital	<b>1.12</b>	(1,309)
<b>Net expenditure for the financial period</b>		<u><u><b>639,753</b></u></u>

All amounts above relate to continuing activities.

## STATEMENT OF RECOGNISED GAINS AND LOSSES

There are no recognised gains or losses. Tangible fixed assets are not re-valued in accordance with FRS 15 because of the immateriality of balances.

The notes on pages 24 to 40 form part of these financial Statements.

# BALANCE SHEET AS AT 31 MARCH 2009

		Period to 31/03/2009	
	Note	£	£
<b>Fixed Assets</b>			
Intangible assets	5	5,604	
Tangible assets	6	86,755	
			<hr/>
			92,359
<b>Current Assets</b>			
Stocks and work in progress			
Debtors	7	20,197	
Cash at bank and in hand	8	-	
			<hr/>
			20,197
<b>Current Liabilities</b>			
Amounts falling due within one year	9	(75,150)	
			<hr/>
<b>Net Current Assets/(Liabilities)</b>			(54,953)
<b>Total Assets less Current Liabilities</b>			37,406
Provisions for Liabilities and Charges	10	-	
			<hr/>
Net Assets			<b>37,406</b>
			<hr/> <hr/>
<b>Financed by Capital and Reserves</b>			
General Reserve	11		37,406
			<hr/>
			<b>37,406</b>
			<hr/> <hr/>



**Anne Dorbie**  
**Accounting Officer**  
**6th December 2010**

The notes on pages 24 to 40 form part of these financial Statements.

# CASHFLOW STATEMENT FOR THE PERIOD TO 31 MARCH 2009

	Note	Period to 31/03/2009	
		£	£
<b>Net cash outflow from operating activities</b>	<b>12.1</b>		(584,800)
<b>Capital Expenditure</b>			
Payments to acquire intangible fixed assets		(5,604)	
Payments to acquire tangible fixed assets	<b>12.2</b>	<u>(86,755)</u>	
<b>Net cash outflow from capital expenditure</b>			(92,359)
<b>Net cash outflow before financing</b>			(677,159)
<b>Financing</b>			
Funding	<b>12.2</b>	<u>677,159</u>	
<b>Net cash inflow from financing</b>			<u>677,159</u>
<b>Increase/(decrease) in cash</b>			<u><u>-</u></u>

The notes on pages 24 to 40 form part of these financial Statements.

# NOTES TO THE ACCOUNTS FOR THE PERIOD ENDED 31 MARCH 2009

## 1. Statement of accounting policies

### 1.1 Authority

These financial statements have been prepared in accordance with Schedule 1, paragraph 15 of the Commission for Victims and Survivors Act (Northern Ireland) 2008.

### 1.2 Accounting Convention

These accounts have been prepared under the historical cost convention. To date there has been no revaluation of fixed assets.

### 1.3 Basis of preparation of accounts

The accounts have been prepared in accordance with guidance issued by the Office of First Minister and deputy First Minister (OFMDFM) and with the approval of DFP.

Without limiting the information given, the accounts have been prepared in accordance with the Financial Reporting Manual (FReM) issued by the Department of Finance and Personnel. The accounting policies contained in FReM follow UK Generally Accepted Accounting Practice (UK GAAP) for companies to the extent that it is meaningful to the public sector. Where FReM permits a choice of accounting policy, the accounting policy, which has been judged to be the most appropriate to the particular circumstances of the Commission for the purpose of giving a true and fair view, has been selected.

The Commission's accounting policies have been applied consistently in dealing with items considered material in relation to the accounts.

### 1.4 Funding

The activities of the Commission are fully funded by OFMDFM Grant-in-aid received used to finance activities and expenditure which support the statutory and other objectives of the Commission is treated as financing, and credited to the General Reserve as it is regarded as contributions from a controlling party.

### 1.5 Intangible fixed assets

Intangible fixed assets are capitalised when they are capable of being used in the Commission's activities for more than one year, they can be valued, and they have a cost of at least £1,000 (either individually or as a grouped asset).

Intangible fixed assets held for operational use are valued at historical cost and are depreciated over the estimated life of the asset on a straight line basis. The carrying value of intangible assets is reviewed for impairment at the end of the first full year following acquisition and in other periods if events or changes in circumstances indicate the carrying value may not be recoverable.

Purchased computer software licences are capitalised as intangible fixed assets where expenditure of at least £1,000 is incurred (either individually or as a grouped asset). They are amortised over the shorter of the term of the licence and their useful economic lives.

## **1.6 Tangible fixed assets**

OFMDFM retains legal title for all of the Commission's fixed assets. The Commission manages such assets in accordance with guidance issued by the OFMDFM. The substance and financial reality of such transactions are accounted for and presented in the accounts rather than their legal form.

Tangible fixed assets are fully funded by OFMDFM.

Tangible fixed assets are capitalised if they are capable of being used for a period which exceeds one year and they:

- individually have a cost of at least £1,000 OR
- they satisfy the criteria of a grouped assets i.e. collectively have a cost of at least £1,000, are functionally interdependent, broadly simultaneous purchase dates, and anticipated to have simultaneous disposal dates.

Tangible fixed assets are stated at historic cost and are not revalued in accordance with FRS15 because of the immateriality of balances.

Tangible fixed assets are depreciated at rates calculated to write them down to estimated residual value on a straight-line basis over their estimated useful lives as follows;

- |                          |          |
|--------------------------|----------|
| • Furniture and fittings | 10 years |
| • Leasehold improvements | 10 years |
| • Office equipment       | 3 years  |
| • IT equipment           | 3 years  |

Depreciation is not charged in the year of asset purchase but charged in full in the year of disposal.

## **1.7 Value Added Tax**

In line with paragraph 4.6.5 of the VAT Guide (HMRC) the Commission is funded from grant in aid and therefore this income is not the consideration of any supply and is outside the scope of VAT. Therefore, the figures in the accounts are shown inclusive of VAT.

## **1.8 Pension costs**

Staff have the opportunity to join the Principal Civil Service Pension Scheme (NI). The PCSPS (NI) is an unfunded defined benefit scheme which produces its own resource accounts, but the Commission is unable to identify its share of the underlying assets and liabilities. The most up to date actuarial valuation was carried out at 31st March 2003 and these details are available in the PCSPS (NI) resource accounts.

## **1.9 Stocks**

The value of stocks of consumables is immaterial and the Commission does not attribute a value for stocks in the accounts.

## **1.10 Operating leases**

Rentals under operating leases are charged to the Operating Cost Statement in the year in which they arise.

## **1.11 Administration and programme expenditure**

The Operating Cost Statement is analysed between administration and programme expenditure. Administration costs reflect the costs of running the Commission. Programme Costs reflect non-administration costs, including payments of disbursements by the Commission, as well as certain staff costs where they relate directly to service delivery. The classification of expenditure as administration or as programme follows the definition of administration costs set by the Department of Finance and Personnel.

## **1.12 Capital charge**

A charge, reflecting the cost of capital utilised by the Commission, is included in the Operating Cost Statement. The charge is calculated at the rate set by HM Treasury (currently 3.5%) on the simple average carrying amount of assets less liabilities.

## **1.13 Notional Cost of Accommodation**

The notional fee for 2008-09 relates to the accommodation charge on a per square metre basis of Goodwood House.

## Financial Instruments

In 2008-09 the Commission has implemented financial Instruments standards FRS 25, FRS 26 and FRS 29.

Financial assets are recognised on the balance sheet when the Commission becomes party to the financial instrument contract or, in the case of trade receivables, when the goods or services have been delivered. Financial assets are derecognised when the contractual rights have expired or the asset has been transferred. Financial assets are initially recognised at fair value.

### Financial liabilities

Financial liabilities are recognised on the balance sheet when the Commission becomes party to the contractual provisions of the financial instrument or, in the case of trade payables, when the goods or services have been received. Financial liabilities are de-recognised when the liability has been discharged, that is, the liability has been paid or has expired. Financial liabilities are initially recognised at fair value.

### Financial risk management

Financial Reporting Standard 29 requires disclosure of the role that financial instruments have had during the period in creating or changing the risks a body faces in undertaking its activities. Because of the relationships with OFMDFM, and the manner in which they are funded, financial instruments play a more limited role within the Commission in creating risk than would apply to a non public sector body of a similar size, therefore the Commission is not exposed to the degree of financial risk faced by business entities. The Commission has limited powers to borrow or invest surplus funds and financial assets and liabilities are generated by day to day operational activities rather than being held to change the risks facing the Commission in undertaking activities. Therefore the Commission is exposed to little credit, liquidity or market risk.

### Currency risk

The Commission is principally a domestic organisation with the great majority of transactions, assets and liabilities being in the UK and Sterling based. The Commission has no overseas operations. The Commission therefore has low exposure to currency rate fluctuations.

### Interest rate risk

The Commission has limited powers to borrow or invest and therefore has low exposure to interest rate fluctuations.

**Credit risk**

Because the majority of the Commission's income comes from contracts with other public sector bodies, the Commission has low exposure to credit risk.

**Liquidity risk**

As the Commission receives the majority of its funding through its sponsor, OFMDFM, which is voted through the Assembly, it is therefore not exposed to significant liquidity risks.

## NOTE 2 STAFF NUMBERS AND RELATED COSTS

	<b>Period to 31/03/09 £</b>
Commissioners' fees treated as programme cost	300,508
Staff salaries treated as administrative cost	174,089
	<u>474,597</u>

### 2.1 Commissioners' Fees

	<b>Period to 31/03/09 £</b>
Commissioners' Fees	222,957
Social security costs	25,825
Other pension costs	51,726
	<u>300,508</u>

### 2.2 Total staff costs

	<b>2009 £</b>	<b>Permanent Staff £</b>	<b>Other £</b>
Wages & Salaries	397,046	222,957	174,089
Social security costs	25,825	25,825	-
Other pension costs	51,726	51,726	-
	<u>474,597</u>	<u>300,508</u>	<u>174,089</u>
<b>Total</b>	<b>474,597</b>	<b>300,508</b>	<b>174,089</b>

For the period ended 31 March 2009 employer contributions of £51,726 were payable to the PCSPS (NI) at one of four rates of pensionable pay based on salary bands. These rates were increased on 1st April 2005 as a result of the latest actuarial valuation to between 16.5% and 23.5%. The contribution rates reflect benefits as they are accrued, not when the costs are actually incurred and reflect past experience of the scheme.

### 2.3 Average number of persons employed

The average number of whole time equivalent persons employed during the period was as follows:

	<b>Period to 31/03/09</b>	<b>Directly employed</b>	<b>Other</b>
Commissioners	4	4	-
General	6	-	6
Management	-	-	-
<b>Total</b>	<b>10</b>	<b>4</b>	<b>6</b>

Figures refer to Wholetime equivalent (WTE'S)

## NOTE 3 OPERATING COSTS

	Period to 31/03/09 £
<b>General Costs</b>	
Travel & Subsistence	-
Staff Recruitment	6,184
Staff Training	2,183
Postage	3,648
Telephones	20,430
Hospitality	416
Audit	15,000
R&M Office equipment	2,173
Insurance	1,386
Conferences	2,126
Advertising	2,026
Consultancy	3,850
Miscellaneous	2,330
Office Consumables	4,922
Annual Contracts	1,764
Legal Costs	-
Corporate Services	703
	<u>69,142</u>
<b>Premises Costs</b>	
Rents - Buildings	20,069
Rents - Car Parks	3,190
Rates	7,383
Service Charge	9,300
Electricity	599
R&M Buildings	1,827
Cleaning	1,186
	<u>43,554</u>
Operating Costs before non cash costs	<u>112,696</u>
<b>Non Cash Costs</b>	
Notional Costs Goodwood House	43,149
Notional Cost of Capital	1,309
Depreciation	-
Indexation of fixed assets	-
<b>Total Notional costs</b>	<u>44,458</u>
<b>Total Operating Costs including Notional</b>	<u>157,155</u>

## NOTE 4 PROGRAMME COSTS

	£	Period to 31/03/09 £
Commissioners' fees		300,508
Commissioners' Travel	11,176	
Other programme costs		
Promoting Awareness	12,346	
Review of Law & Practice	-	
Review of Services	21,994	
Victims & Survivors Forum	6,944	
Dealing with the Past	-	<u>52,460</u>
		<u><u>352,968</u></u>

## NOTE 5 INTANGIBLE FIXED ASSETS

<b>Cost or Valuation</b>	<b>Software licences £</b>
At 23 May 2008	
Indexation	-
Additions	5,604
Revaluation	-
Impairments	-
Disposals	-
<b>At 31 March 2009</b>	<b>5,604</b>
<b>Amortisation</b>	
At 23 May 2008	-
Indexation	-
Revaluation	-
Impairments	-
Disposals	-
Provided during the year	-
<b>At 31 March 2009</b>	<b>-</b>
<b>Net Book Value</b>	
<b>At 31 March 2009</b>	<b>5,604</b>

## NOTE 6 TANGIBLE FIXED ASSETS

<b>Cost or Valuation</b>	<b>Furniture &amp; Fittings £</b>	<b>Leasehold Improvements £</b>	<b>Office Equipment £</b>	<b>IT Equipment £</b>	<b>Total £</b>
At 23 May 2008	-	-	-	-	-
Indexation	-	-	-	-	-
Additions	10,054	13,610	11,958	51,133	86,755
Revaluation	-	-	-	-	-
Impairments	-	-	-	-	-
Disposals	-	-	-	-	-
<b>At 31 March 2009</b>	<b>10,054</b>	<b>13,610</b>	<b>11,958</b>	<b>51,133</b>	<b>86,755</b>
<b>Amortisation</b>					
At 23 May 2008	-	-	-	-	-
Indexation	-	-	-	-	-
Revaluation	-	-	-	-	-
Impairments	-	-	-	-	-
Disposals	-	-	-	-	-
Provided during the year	-	-	-	-	-
<b>At 31 March 2009</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Net Book Value</b>					
<b>At 31 March 2009</b>	<b>10,054</b>	<b>13,610</b>	<b>11,958</b>	<b>51,133</b>	<b>86,755</b>
<b>Asset financing</b>					
Owned	10,054	13,610	11,958	51,133	86,755
Finance Leased	-	-	-	-	-
On balance sheet PFI contracts	-	-	-	-	-
<b>Net Book Value</b>	<b>10,054</b>	<b>13,610</b>	<b>11,958</b>	<b>51,133</b>	<b>86,755</b>

## NOTE 7 DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	<b>31/03/09</b> <b>£</b>
Prepayments	<u>20,197</u>
	<u><u>20,197</u></u>
<b>7.1 Intra-Government balances (Debtors)</b>	
	<b>31/03/09</b> <b>£</b>
Balances with other central government bodies	-
Balances with bodies external to government	<u>20,197</u>
<b>Total debtors as at 31 March 2009</b>	<u><u>20,197</u></u>

## NOTE 8 CASH AT BANK AND IN HAND

	<b>31/03/09</b> <b>£</b>
Cash at bank	-
Cash in hand	<u>-</u>
	<u><u>-</u></u>

## NOTE 9 CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	<b>31/03/09</b> <b>£</b>
Taxation and Social Security	-
Accruals and deferred income	<u>75,150</u>
	<u><u>75,150</u></u>
<b>9.1 Intra-Government balances (Creditors)</b>	
	<b>31/03/09</b> <b>£</b>
Balances with other central government bodies	5,383
Balances with bodies external to government	<u>69,767</u>
<b>Total creditors as at 31 March 2009</b>	<u><u>75,150</u></u>

## NOTE 10 PROVISIONS FOR LIABILITIES AND CHARGES

	<b>31/03/09</b> <b>£</b>
Balance at 23 May 2008	-
Provided in the year	-
Provisions not required written back	-
Provisions utilised in the year	-
Unwinding of discount	<u>-</u>
	<u><u>-</u></u>

## NOTE 11 RESERVES

	<b>31/03/09</b> <b>£</b>
As at 23 May 2008	-
Net Expenditure	(684,211)
Reversal of Notional Accommodation	43,149
Reversal of Cost of Capital	1,309
Grant in Aid received	677,159
	<hr/>
At 31 March 2009	<u><u>37,406</u></u>

## NOTE 12 NOTES TO THE CASH FLOW STATEMENT

### 12.1 Reconciliation of net expenditure to net cash outflow from operating activities

	<b>31/03/09</b> £
Net Expenditure	(684,211)
Notional Rent	43,149
Adjustments for non Cash Transactions	1,309
Profit on sale of Fixed Assets	-
Transfer from Donation Reserve	-
(Decrease) in Provisions	-
(Increase) in Debtors	(20,197)
Increase in Creditors	75,150
	<hr/>
Net Cash Outflow from Operating Activities	<b><u>(584,800)</u></b>

### 12.2 Analysis of financing

	<b>31/03/09</b> £
Grant in Aid received from OFMDFM	677,159
Applied towards the purchase of Fixed Assets	(92,359)
	<hr/>
<b>Total Grant in Aid towards Revenue Reserve</b>	<b><u>584,800</u></b>

### 12.3 Reconciliation of Cash Outflow to movement in Net Funds

	<b>31/03/09</b> £
Cash at 23 May	-
Cash Outflow	-
Cash at 31 March	-
	<hr/>
	<hr/>

## NOTE 13 COMMITMENTS UNDER LEASES

Commitments under operating leases to pay rentals during the year following the year of these accounts are given in the table below, analysed according to the period in which the lease expires.

Obligations under operating leases comprise:

	<b>2009</b> <b>£</b>
<u>Land &amp; Buildings</u>	
Expiry within 1 year	-
Expiry after 1 year but not more than 5 years	225,550
Expiry thereafter	-
	<hr/> <b>225,550</b> <hr/>
<u>Other</u>	
Expiry within 1 year	-
Expiry after 1 year but not more than 5 years	-
Expiry thereafter	-
	<hr/> - <hr/>

The Commission has no finance leases.

## **NOTE 14 CONTINGENT LIABILITIES**

There are no contingent liabilities in respect of the Commission.

## **NOTE 15 POST BALANCE SHEET EVENTS**

The Accounting Officer of the Commission was appointed on the 6th April 2009. Michael Nesbitt, a Commissioner for Victims and Survivors for Northern Ireland resigned from his post on the 17th February 2010.

## **NOTE 16 CAPITAL COMMITMENTS**

The Commission has no capital commitments.

## **NOTE 17 COMMITMENTS UNDER PFI CONTRACTS**

The Commission has no commitments under PFI contracts.

## **NOTE 18 FINANCIAL INSTRUMENTS**

The Commission has no borrowing and relies primarily on departmental grants for its cash requirements and is therefore not exposed to liquidity risks. It also has no material deposits, and all material assets and liabilities are denominated in sterling, so it is not exposed to interest rate risk or currency risk.

## **NOTE 19 RELATED PARTY TRANSACTIONS**

The Commission for Victims and Survivors is a Non-Departmental Public Body sponsored by the Office of First Minister and Deputy First Minister (OFMDFM). OFMDFM is regarded as a related party. During the year the Commission had various material transactions with OFMDFM and various other bodies for which OFMDFM is regarded as the parent body.

During the year no Commissioner or other related parties have undertaken any material transactions with the Commission for Victims and Survivors.

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