

AUDIT RISK & ASSURANCE COMMITTEE
Minutes of Meeting
Thursday 27 June 2019, 10.00am
Equality House

Present:

Mary McIvor **MMI** (Chair)
Brian McDonald **BMD** (Member)
Gerry O'Neill **GON** (Member)

In Attendance:

Amanda McMaw **AMM** (ASM)
Marie Matthews **MM** (TEO)
Ian Hickland **IH** (TEO)
Adam Jarman **AJ** (NIAO)
Andrew Sloan **AS** (Accounting Officer, CVS)
Laura Loughridge **LL** (Minutes)

1. Introduction

- 1.1. The Chair (**MMI**) welcomed everyone to the meeting.
- 1.2. Apologies were noted from Judith Thompson (CVS) and Brian Clerkin (ASM). It was noted that the representative from NIAO would join the meeting later.

2. Register of Interests / Contractor-Supplier List

- 2.1. There were no Conflicts of Interests.

3. Minutes of meeting on 12 April 2019

- 3.1. The minutes were agreed.
- 3.2. *AP13 - Update the GDPR Action Plan* – it was agreed to circulate the updated Action plan to members when completed.

ACTION – SECRETARIAT

- 3.3. *AP4 - Approach NIO to request additional resources* – TEO advised that additional resources would normally needed to be sourced through formal monitoring rounds. It was noted that this action was in relation to the VASPA

project which was now complete, but that further work may be required in relation to it, and would be planned and prepared for in advance just in case.

ACTION – SECRETARIAT

- 3.4. *AP10 - Include cashflow risk in Peace IV Risk Register* – This risk was being managed by CVS at an operational level. It was agreed that the risk needed to be kept under review by the ARAC and that a separate budget report would be provided on an ongoing basis to allow oversight of the issue as required.

ACTION – SECRETARIAT

4. Annual Report 2018-19

- 4.1. It was noted that the Annual Report only was included and that the Annual Accounts element was not complete at this stage.
- 4.2. **AS** advised that he was not content to present the Accounts to the ARAC, noting that as Accounting Officer he needed to undertake further review and to assure himself that he was content with the Accounts before presenting them to the ARAC, and to NIAO.
- 4.3. It was noted that the Head of Corporate Services, who had prepared the Accounts, was no longer in post, and that **AS** would be reviewing and undertaking amendments to the Accounts with the support of the Finance Officer.
- 4.4. **AS** apologised for being unable to present the paper and proposed that a separate meeting of the ARAC being convened in July 2019 to allow the committee to provide proper scrutiny and feedback on the Annual Report and Accounts. It was agreed to arrange the meeting in order to meet the NIAO timetable, and update TEO on progress as required.

ACTION – SECRETARIAT

- 4.5. **MMI** noted that the ARAC were disappointed that the Accounts had not been presented.
- 4.6. The NIAO 2018/19 Strategy was noted.

5. Internal Audit Update

- 5.1. **AMM** presented the Final Report of the Internal Audit review of the Management of the Forum. It was noted that the overall assessment was satisfactory. The appendices and individual recommendations were reviewed and noted.
- 5.2. It was agreed to present the Post Project Evaluation of the previous Replenishment of the Panel to sustain the membership of the Forum project, and the project plan for the upcoming exercise, to the ARAC when available.

ACTION – SECRETARIAT