



**AUDIT RISK & ASSURANCE COMMITTEE**  
**Minutes of Meeting**  
**Monday 22 September 2025 3.30pm**  
**Video Conference**

**Present:**

Terry McGonigal (Chair)  
Laura O'Neill (Member)  
Conor Minnis (Member)

**In Attendance:**

Andrew Sloan (Commission Chief Executive)  
Stephen Moore (Head of Finance and Corporate Affairs)  
Angela Hare (Secretariat in the Absence of Marie Neill)  
Elicia Erasmus (Cavanagh Kelly Internal Auditor)  
Andrew Allen (Northern Ireland Audit Office Audit Manager)  
Julie Shirlow (The Executive Office)

**1.0 Introduction and Apologies**

1.1 The Chair welcomed everyone to the meeting.

1.2 There were no apologies.

**2.0 Declaration of Interests**

2.1 There were no conflicts of interests declared.

**3.0 Minutes of Meeting on 6 August 2025 and Action Points**

3.1 The minutes of the meeting on held on 6 August 2025 were agreed.

3.2 All actions from previous meetings were complete.

**4.0 ARAC Terms of Reference**

**4.1** ARAC members reviewed the ARAC Terms of Reference and recommended the following changes:

- Paragraph 2.2: Change “Board Chairperson” to “Board Chairperson/Commissioner”.
- Paragraph 10.1: The review date should be changed from every two years to annually.

The Committee approved the TOR, subject to the above amendments being made.

**ACTION - Amendments to ARAC Terms of Reference to be completed by Commission Chief Executive**

## **5.0 Northern Ireland Audit Office Update**

**5.1** The Northern Ireland Audit Office Manager gave an overview of the Report to Those Charged with Governance.

**5.2** It was noted that there was an unqualified audit opinion in relation to the Annual Report and Financial Statement 2024-25 and that there were no adjustments required during the audit.

**5.3** The Northern Ireland Audit Office Manager advised that there were two priority 3 recommendations:

- CVSNI should ensure that all changes to charges/rates set out in the MOTO with the Equality Commission, whether increases or decreases, should be formally agreed between the Equality Commission and CVSNI and the MOTO updated accordingly.
- CVSNI should liaise with the Equality Commission to determine whether IT Health Checks have been undertaken. If IT Health Checks of CVSNI’s Line of Business applications are required, these should be undertaken as a matter of priority.

The Commission Chief Executive confirmed that management have accepted these two recommendations.

**5.4** Following discussion ARAC members approved the Report to Those Charged with Governance, and recommended the Annual Report and Accounts to the Board for approval

## **6.0 Internal Audit Update**

**6.1** The Internal Auditor presented the Terms of Reference for the Financial Controls Audit.

**6.2** ARAC members asked clarification questions to ensure all relevant areas would be covered during the Audit.

6.3 The Commission Chief Executive confirmed he was content with the Terms of Reference for the Financial Controls Audit.

6.4 The Internal Auditor presented the Internal Audit Charter.

6.5 Following discussion ARAC members approved the Internal Audit Charter.

## 7.0 Corporate Risk Register

7.1 The Commission Chief Executive presented the Corporate Risk Register which has been revised following the Risk Management Workshop in June 2025.

7.2 ARAC members recommended the following amendments:

- In risk 1 the word "reduced" should be changed to "limited".
- In risk 1 the Actions Taken should include additional points to outline "support to current staff" and "staff training".
- In risk 3 the Actions Planned should include reference to the IT Health Check that is noted in the Report to Those Charged with Governance.

**ACTION - Amendments to the wording of Risks 1 and 3 to be completed by the Head of Finance and Corporate Affairs and approved.**

7.3 The Commission Chief Executive advised that in relation to all the Actions Planned across the three risks identified, that a separate schedule had been prepared to identify who was responsible for these actions and target dates for completion.

7.4 ARAC members approved the Corporate Risk Register.

## 8.0 Freedom of Information Requests

8.1 No Freedom of Information Requests had been received since the last meeting.

## 9.0 Subject Access Requests

9.1 No Subject Access Requests had been received since the last meeting.

## 10.0 Complaints

10.1 No Complaints had been received since the last meeting.

## 11.0 Data Breaches

11.1 No Data Breaches had been reported since the last meeting.

**12.0 Any Other Business**

**12.1** ARAC members requested that the Fraud Prevention and Response Plan and the Raising Concerns (Whistleblowing) Policy be brought to the next ARAC meeting for review.

**13.0 Date of Next Meeting**

**13.1** It was noted that the next Audit and Risk Assurance Committee meeting would take place on 7 November 2025.

**Signed:**



**Name:**

Terry McGonigal (Chair)

**Date:**

22/9/25