

COMMISSIONER FOR OLDER PEOPLE FOR NORTHERN IRELAND (COPNI)

AUDIT AND RISK ASSURANCE COMMITTEE

MINUTES OF A MEETING OF THE AUDIT AND RISK ASSURANCE COMMITTEE HELD
ON MONDAY 17 JUNE 2013 AT 9.30AM IN EQUALITY HOUSE, BELFAST

PRESENT:

MEMBERS: Gerard Campbell (Chair)
Don Mackay
Julie Erskine
Breidge Gadd

APOLOGIES No apologies

IN ATTENDANCE Claire Keatinge, Commissioner COPNI
Evelyn Hoy COPNI
Fionuala Durrell COPNI
Colette Kane (NIAO)
Nicola Drennan (OFMDFM)
Brian Clerkin (ASM Howarth)

Agenda Item 1: Apologies No apologies were received.	
Agenda Item 2: Chair's Business a) <u>Conflict of Interests</u> No conflicts of interests were reported in this period. b) <u>Fraud</u> No incidents of fraud were reported in this period. c) <u>Register of Gifts and Hospitality</u> This had been reviewed and signed by the Chair prior to the meeting. A current copy will be put on the COPNI website.	ACTION COPNI
Agenda Item 3: Draft Minutes of the meeting of 25 March 2013. The minutes of the last ARAC meeting were discussed and approved.	ARAC 6/13/1 APPROVED
Agenda Item 4: Matters Arising not Already on Agenda None	
Agenda Item 8: Introduction to Internal Audit Provider – ASM Howarth (agenda item brought forward as a representative had to leave meeting early). A COPNI staff member gave an overview of the	

<p>c. Permanent Staffing Progress Two representatives from COPNI left the room while the current recruitment was discussed due to a conflict of interest.</p> <p>d. Corporate Plan This had already been discussed at agenda item 5</p> <p>e. Stewardship Statement Actions</p> <ul style="list-style-type: none"> • Include a section on ARAC • Amend any reference from Goldblatt McGuigan to ASM Howarth • Amend minor typos <p>The Business Plan had received verbal approval from OFMDFM.</p>	<p>6/13/4</p> <p>6/13/5 ACTION COPNI COPNI</p> <p>COPNI</p>
<p>Agenda Item 11: Progress against NIAO Report to Those Charged with Governance and Internal Audit Recommendations (agenda item brought forward as a representative had to leave meeting early).</p> <p>A representative from NIAO advised their forthcoming audit will commence in September 2013 and procurement will be a main focus.</p> <p>NIAO can provide tips and advice on compiling the COPNI Governance Statement which should be drafted for discussion at the ARAC meeting on 23rd September.</p> <p>NIAO would like to see a reduction in the number of risks appearing on the COPNI risk register, whilst acknowledging this is usual for an organisation in “start-up” mode.</p> <p><i>The representative left the meeting. Further discussion on this agenda item continued after agenda item 10</i></p>	<p>ARAC 6/13/8</p> <p>ACTION</p> <p>NIAO</p> <p>NIAO/COPNI</p> <p>COPNI</p>
<p>Agenda Item 7: Update from OFMDFM A representative from OFMDFM advised that Margaret Rose McNaughton had been appointed as the new Director within the Equality, Human Rights and Governance Division of OFMDFM.</p> <p>The COPNI business plan has yet to receive formal written approval from the department and a letter of approval is likely to be issued from Ministers in Autumn 2013.</p> <p>ARAC members voiced concern that approval of the business plan would therefore take six months.</p> <p>The present COPNI accountant had indicated to an OFMDFM staff member that they may not be in post much longer and a COPNI member of staff advised this was</p>	<p>NOTED</p>

<p>already identified on the risk register and appropriate actions were in hand. A comprehensive review of COPNI would take place in November 2014, the Terms of Reference of which would be agreed in March or April 2014.</p>	
<p>Agenda Item 9: Risk Management Review of the Risk Register The risk register was discussed at length and the following actions agreed:</p> <ul style="list-style-type: none"> • A number of risks could now be removed. • Changes are required to the wording to reflect the appetite for risk in the context of the Commissioner's first term. • The risk register should be page numbered. • COPNI should be working towards reducing the number of risks. 	<p>ARAC 6/13/6</p> <p><u>ACTION</u></p> <p>COPNI COPNI</p> <p>COPNI COPNI</p>
<p>Agenda Item 10: Update on DAO and DFD Instructions These instructions are discussed at COPNI management monthly budget meetings.</p> <p>Action</p> <ul style="list-style-type: none"> • A copy of the response to FD 06/13 Annual Theft and Fraud Return to be provided to ARAC <p>The Chair commended this paper as an example of good practice.</p>	<p>ARAC 6/13/7</p> <p><u>ACTION</u> COPNI</p> <p>NOTED</p>
<p>Agenda Item 11: Progress against NIAO Report to Those charged with Governance and Internal Audit Recommendations (<i>discussion continued</i>) The document was discussed at length focusing on those items which appeared red and amber.</p> <p>Action</p> <ul style="list-style-type: none"> • A number of items could now move to either green or amber. • COPNI should use a different colour to indicate circumstances which are not within their control. • Future papers should be page numbered and indicate where changes had occurred since previous version. 	<p>ARAC 6/13/8</p> <p>ACTION COPNI</p> <p>COPNI</p> <p>COPNI</p>
<p>Agenda Item 12: Case Acceptance and Selection Policy & Legal Funding Policy</p> <p>A COPNI staff member gave an overview of the current COPNI casework.</p> <p>The Legal Funding Committee has yet to be appointed and it was confirmed by OFMDFM the Commissioner could not</p>	<p>ARAC 6/13/9</p>

be part of this committee as she is the route of appeal. COPNI to consider in due course.	<u>ACTION</u> COPNI
The policy should be dated.	
Agenda Item 13: Secretariat Support Procedures	ARAC 6/13/10
Papers for ARAC meetings will be sent out 5 working days prior to the meeting and three members of the committee requested these in hard copy.	ACTION COPNI
Agenda Item 14: Direct Award Contracts	
None	
Agenda Item 15: Any Other Business	ARAC 6/13/11
Paper noted	
Agenda Item 16: Date of Next Meeting/Schedule of Meetings	ARAC 6/13/12
The proposed meeting on 30 Sept to be rescheduled to 23 Sept 2013. ARAC members to confirm their availability for this date and the remaining dates by with COPNI by close of play on Friday 21 June 2013.	ACTION ARAC

Signed: _____
Chairperson



Date: 6 August 2013