

**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 14 MAY 2012 AT 2:00PM IN EQUALITY
HOUSE, BELFAST**

PRESENT:

MEMBERS: Gerard Campbell (Chairperson)
Julie Erskine
Don Mackay

APOLOGIES Breidge Gadd

IN ATTENDANCE Claire Keatinge, Commissioner, COPNI
Evelyn Hoy COPNI
Frank Fleming COPNI
Fionuala Durrell COPNI

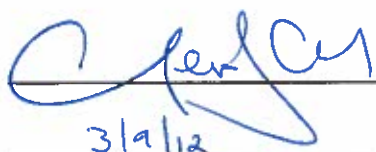
Christine Burns, Northern Ireland Audit Office
(NIAO)
John McKenna, Office of First Minister and Deputy
First Minister (OFMDFM)
Terry Craig, Equality Commission Northern Ireland
(ECNI)

Agenda Item 1. Apologies	
Apologies were received on behalf of Breidge Gadd, member of Audit and Risk Assurance Committee.	NOTED
Agenda Item 2. Welcome & Introduction – Role of the Commissioner for Older People for Northern Ireland / Legislation.	
The Chair welcomed everyone to the first meeting of the Audit and Risk Assurance Committee.	
Claire Keatinge gave an overview of the role of Commissioner for Older People for Northern Ireland (COPNI) including an overview of the legal powers and her engagements since taking up post on 14 November 2011.	
The Committee confirmed their commitment to support COPNI in providing robust governance and risk assurance.	
The Committee agreed to consider agenda item 4 next.	
Agenda Item 4. Conflict of Interest	
The Chair asked members to declare any conflicts of interest	

<p>arising from the agenda. No conflicts of interest arising from the agenda were declared.</p>	<p>NOTED</p>
<p>Agenda Item 3. Draft Terms of Reference – Audit & Risk Assurance Committee</p> <p>Draft Terms of Reference were discussed by members.</p> <p>A number of minor amendments were agreed. These changes will be made and an amended version of the Terms of Reference circulated to the Committee in advance of the next meeting.</p>	<p>ACTION COPNI</p>
<p>Agenda Item 5. Public Accountability and Governance for Audit Committees – training dates</p> <p>Don Mackay and Julie Erskine will be attending a half day seminar on 31 May 2012 on Public Accountability and Governance for Audit Committees.</p> <p>It is a requirement that all members should attend one of these seminars. Seminar dates later in the year will be obtained and circulated to the Gerard Campbell and Breidge Gadd.</p>	<p>ACTION COPNI</p>
<p>Agenda Item 6. Good Practice Guide in Risk Management (NIAO)</p> <p>Christine Burns, Northern Ireland Audit Office (NIAO), gave an overview of the NIAO's Good Practice Guide in Risk Management. She drew the meeting's attention to the risk management framework (Contents Part Two) and risk management process (contents Part Three).</p> <p>Christine referred to the usefulness of having a Risk Register and informed the Committee that NIAO can provide training on this.</p> <p>The Committee Noted the Good Practice Guide in Risk Management.</p>	<p>NOTED</p>
<p>Agenda Item 7. Draft Corporate Risk Register</p> <p>The draft Corporate Risk Register was circulated to those present and discussed.</p> <p>It was agreed that the draft document was a useful start to managing corporate risk. The Corporate Risk Register should be expanded upon prior to the next meeting.</p> <p>The availability of training for A&R Assurance Committee members provided by NIAO was noted.</p>	<p>ACTION COPNI</p> <p>NOTED</p>
<p>Agenda Item 8. Stewardship Statement</p> <p>The Committee considered the Stewardship Statement for the period 1.1.12 – 31.3.12.</p> <p>Claire Keatinge drew the Committee's attention to paragraph</p>	

<p>13 of the Stewardship Statement and advised that she is unable to confirm her complete satisfaction that appropriate controls are in place. The establishment of the Audit and Risk Assurance Committee is one of a number of clear steps forward in ensuring appropriate controls are in place.</p>	
<p>Agenda Item 9. Internal Audit & Periodic Work Plan 2012/2013</p> <p>The Committee were advised COPNI is in the process of appointing an Internal Auditor on a temporary contract.</p> <p>The potential benefits and challenges relating to shared services and SLAs were discussed.</p> <p>In response to a question from the Chair, Claire Keatinge advised that COPNI's Business Plan was nearing completion and would include a timeframe for the development of the Corporate Plan.</p>	
<p>Agenda Item 10. Statement on Internal Control</p> <p>Claire Keatinge advised that the COPNI Statement on Internal Control will be developed.</p> <p>The process of developing this and the timeframe were discussed.</p>	<p>ACTION COPNI</p>
<p>11. Schedule of Meetings</p> <p>The next meeting to be arranged for end of July - early August 2012.</p> <p>A schedule of future meetings to be arranged.</p>	<p>ACTION COPNI</p>
<p>12. Any Other Business</p> <p>The Committee agreed that expenses claims for the Commissioner will be reviewed and subject to approval by the Chair</p>	

Signed:



Chairperson

Date:

31/12