



## **AUDIT AND RISK MANAGEMENT COMMITTEE**

### **MINUTES OF THE MEETING HELD AT 2.00PM ON WEDNESDAY 5<sup>TH</sup> JULY 2017 AT THE OFFICE OF THE NORTHERN IRELAND HUMAN RIGHTS COMMISSION, TEMPLE COURT, 39 NORTH STREET, BELFAST, BT1 1NA**

**Present:** Neil Bodger, Chairperson  
John Corey  
Christine Collins

**In attendance:** David Russell, Chief Executive  
Lorraine Hamill, Finance and Administration  
Manager  
Barbara Smith, General Administrator  
Alan Davidson, Capita, Internal Auditor  
Joe McKnight (Incoming Chairperson)  
Stephen Ferris, National Audit Office (via  
telephone)

#### **1.0 Apologies**

Alan McBride  
Claire Martin, Communications Worker  
Colin Caughey, Policy Worker

#### **2.0 Conflicts of Interest**

There were no conflicts of interest.

### **3.0 Chairman's Business**

There were no items of Chairman's Business.

Les Allamby, Chief Commissioner, joined the meeting briefly to thank the outgoing Chairperson for his six years of service on behalf of the NIHRC.

### **4.0 Minutes of the Meeting held on 10 April 2017 and the Special Meeting held on 26 June 2017**

4.1 The minutes of the Audit and Risk Management Committee meeting held on 10 April 2017 and the minutes of the Special Meeting held on 26 June 2017 were agreed.

### **5.0 Matters Arising**

#### ***10 April 2017***

5.1 *Financial Procedures Manual* – revisions to the Financial Procedures Manual have been delayed due to the restructuring (Paragraph 5.1 of the 10 April 2017 minutes refers).

### **6.0 Finance and Administration Manager's Report**

6.1 The Finance and Administration Manager reported on expenditure to 27 June 2017 including variances.

6.2 The Committee noted the High Value Purchases to 27 June 2017.

6.3 The Finance and Administration Manager reported that the prompt payments to date for 2017/18 were within the Government target.

6.5 The absence statistics as at 30 June 2017 were reviewed.

*Commissioner Collins joined the meeting*

## **7.0 Internal Audit on Internal Communications – Capita**

- 7.1 The Committee was updated on key findings from the Internal Audit – Review of Internal Communications and were advised of a 'Satisfactory' assurance rating. Discussion followed in relation to the summary of findings, recommendations and management acceptance/comments.
- 7.2 The Committee was updated on the terms of reference for the Internal Audit – Review of Governance Structures to be undertaken during the week commencing 17 July 2017.
- 7.3 The Committee was updated on the revised NIHRC Code of Governance, which will be tabled for discussion at the Commission meeting on 24 August 2017. Subject to discussed amendments, the Committee agreed the revised document.

*Alan Davidson left the meeting*

## **8.0 National Audit Office Audit Completion Report (including Management Letter) on the 2016-17 Financial Statement Audit**

- 8.1 The Audit and Risk Management Committee reviewed the findings set out in the report, including the draft letter of representation and audit certificate.
- 8.2 The Committee noted that the audit found no indications of fraud as a result of management override of controls.
- 8.3 The Committee noted that the audit found no unadjusted misstatements.

## **9.0 Corporate Risk Register 2017-18**

- 9.1 The Chief Executive updated the Committee on the Commission's risk register.

## **10.0 International Events to 27 June 2017**

10.1 The Committee reviewed the international events attended by Commissioners and staff for the period 1 April – 27 June 2017.

## **11.0 Expenses of the Chief Commissioner and Chief Executive**

11.1 The Committee reviewed the expenses of the Chief Commissioner and the Chief Executive.

## **12.0 Any Other Business**

12.1 There were no items of other business.

*The meeting closed at 3.30pm*