



NIPSO AUDIT AND RISK COMMITTEE MINUTES

MEETING 27th October 2022, NI Audit Office

Members Present:

Dónall Curtin – Chair; (DC)
 Terry McGonigal – Independent Member; (TM)
 Patricia Snell – Independent Member (PS)

In Attendance:

Margaret Kelly – Accounting Officer/Ombudsman; (MK)
 Sean Martin – Acting Deputy Ombudsman; (SM)
 Gary Currie – NIAO; (GC)
 Emma Taggart – NIAO (ET)
 Brian Clerkin – ASM; Internal Audit (BC)
 Philip Whitehead - ASM
 Sarah Sherry – NIPSO; Secretariat (SS)

Item	Minute	Action
1.	Apologies No apologies received	
2.	Conflicts of Interest DC invited those present to register any actual or perceived conflicts of interest relevant to the agenda.	
3.	Minutes TM noted that 1.8 – Pensions was not put on the Action Tracker, SS to make necessary amendments. Minutes from 24 th June 22 were agreed upon.	SS – update tracker
4	Update on Action Points <i>Updated Finance Manual</i> – Ongoing until a new Director of Corporate Services is appointed	

<p>6</p>	<p>Financial Management</p> <p>SM advised that the figures presented are presented in the absence of an approved NI budget for 2022/23.</p> <p>Work is ongoing looking at a full year projection.</p> <p>DC highlighted the urgency in progressing the appointment of a Head of Finance. TM commented on the format of presentation of the reports. DC agreed.</p>	<p>SM update report template</p>
<p>7</p>	<p>Case Performance Management</p> <p>SM reported that all targets are being met in MAL and LGES and there are good processes in place for tracking and monitoring.</p> <p>DC commented that this has been a good opportunity to look at the overview of how caseloads have been managed and define the consistency</p>	
<p>8</p>	<p>Internal Audit</p> <p>HR Management Report – to be taken as read</p> <p>BC provided some highlights from the report</p> <p>The report received a satisfactory rating</p> <p>Compliance with General Data Protection Regulation Report – to be taken as read.</p> <p>BC advised that an agreement has been made with management to review the following in 2022/23:</p> <p>Communications and Stakeholder Engagement Risk Management Review of Strategic Planning and KPIs And also a follow up review</p> <p>Workplans over a 6 day period and term of reference have been agreed upon.</p> <p>SM to reshare the 3 year plan to ARC committee.</p>	<p>SM – Share 3 year plan with ARC</p>
<p>9</p>	<p>Schedule of Progress Against Audit Recommendations Database Update</p> <p>SM reported there were still some recommendations on the finance side still to be completed which will need to wait until a Finance Director is in post.</p> <p>However good progress has been made on other audit recommendations including the new audit recommendations from this year. SM highlighted some of the recommendations.</p>	

<p>10</p>	<p>External Audit – NIAO Update</p> <p>GC reported that the audit of the annual report and accounts was very nearly complete. Signed accounts from MK have been received.</p> <p>ET provided an overview of the NIAO Report to those Charged with Governance.</p>	
<p>11</p>	<p>Business Plan – Q2</p> <p>The Business Plan was taken as read.</p>	
<p>12</p>	<p>Risk Register Q2</p> <p>SM explained the risks that had been originally identified are still the main risks to the organisation.</p> <p>MK tabled the draft Risk Appetite Statement and welcomed any comments.</p>	
<p>13</p>	<p>DAC IPA</p> <p>MK tabled a document regarding her rationale for agreement of a Direct Award Contract.</p>	
<p>14</p>	<p>Comment on Information Items</p> <p>DC found the DAO and FD Letter database useful</p>	
<p>15</p>	<p>AOB</p> <p>MK reported on a staff away day which focused on the Coaching and Mentoring Framework and the Strategic Plan. Positive feedback has been received from all staff. DC asked for an overview to be completed on how the CARE package is working in mid 2023.</p>	<p>SM – CARE update for June agenda</p>
<p>16</p>	<p>Date of next meeting</p> <p>26th January 2023 – Progressive House, 10 am</p>	