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) Conflict of Interests	
No conflicts of interests were reported in this period.	
b) Fraud	
No incidents of fraud were reported in this period.	
c) Register of Gifts and Hospitality	
This had been reviewed and signed by the Chair prior to	ACTION
the meeting. A current copy will be put on the COPNI	COPNI
website.	AD AO 0/40/4
Agenda Item 3: Draft Minutes of the meeting of 25 March 2013.	ARAC 6/13/1
The minutes of the last ARAC meeting were discussed and	APPROVED
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	

circumstances by which ASM Howarth had been appointed Internal Auditors for COPNI and the existence of a novation agreement between the two parties.	ACTION
A representative from ASM Howarth advised they had met with COPNI the previous week and their priority was to get the internal audit for 12/13 started. Fieldwork would commence week commencing 24.6.13.	
They aimed to complete the internal audit report by the end of Sept 13.	ASM Howarth
The representative left the meeting.	1510040
Agenda 5: Commissioner's Business Update –	ARAC 6/13/2
Emerging Issues The Commissioner gave an update on current issues	
affecting her office:	
Residential Care Home Closures – the outcome of the	
Commissioner's meeting with Minister Poots and	
engagement with Trusts and HSCB.	
Enquiries – overview of current ongoing enquiries from the	
general public and the work of the Legal team.	
Corporate Plan – this will be launched on 20 June with planned media coverage from local TV and radio.	
Recruitment – two representatives from COPNI left the	
room while the current recruitment campaign was discussed	
due to a conflict of interest.	
Agenda Item 6: Commissioner's Oral Update	<u>ACTION</u>
a. Report on Accountability Meeting	
A COPNI staff member gave an overview of the last	
Leasountability mosting with OEMDEM and advised that the	
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c. Permanent Staffing Progress Two representatives from COPNI left the room while the current recruitment was discussed due to a conflict of interest.	
	6/13/4
 d. Corporate Plan This had already been discussed at agenda item 5 e. Stewardship Statement Actions Include a section on ARAC 	6/13/5 ACTION COPNI COPNI
Amend any reference from Goldblatt McGuigan to ASM Howarth	COPNI
Amend minor typos The Business Plan had received verbal approval from OFMDFM.	
Agenda Item 11: Progress against NIAO Report to Those Charged with Governance and Internal Audit	ARAC 6/13/8
Recommendations (agenda item brought forward as a representative had to leave meeting early).	ACTION
A representative from NIAO advised their forthcoming audit will commence in September 2013 and procurement will be a main focus.	NIAO
NIAO can provide tips and advice on compiling the COPNI Governance Statement which should be drafted for discussion at the ARAC meeting on 23 rd September.	NIAO/COPNI
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.	COPNI
The representative left the meeting. Further discussion on this agenda item continued after agenda item 10	
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.	
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.	
ARAC members voiced concern that approval of the business plan would therefore take six months.	NOTED
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	

already indentified on the right register and appropriate	
already indentified 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 whichwould be	
agreed in March or April 2014.	
Agenda Item 9: Risk Management Review of the Risk	ARAC 6/13/6
Register	
The risk register was discussed at length and the following actions agreed:	ACTION
A number of risks could now be removed.	COPNI
Changes are required to the wording to reflect the	COPNI
appetite for risk in the context of the Commissioner's first	
term.	
The risk register should be page numbered.	COPNI
0000	COPNI
 COPNI should be working towards reducing the number of risks. 	
Of fisks.	
Agenda Item 10: Update on DAO and DFD Instructions	ARAC 6/13/7
These instructions are discussed at COPNI management	
monthly budget meetings.	
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Action	
A copy of the response to FD 06/13 Annual Theft and	<u>ACTION</u>
Fraud Return to be provided to ARAC	COPNI
	NOTED
The Chair commended this paper as an example of good	NOTED
practice.	AD AC 6/40/0
Agenda Item 11: Progress against NIAO Report to	ARAC 6/13/8
Those charged with Governance and Internal Audit	
Recommendations (discussion continued)	
The document was discussed at length focusing on those	
items which appeared red and amber.	
Action	ACTION
A number of items could now move to either green or	COPNI
amber.	
	COPNI
COPNI should use a different colour to indicate circumstances which are not within their control.	301 III
	COPNI
Future papers should be page numbered and indicate where shortes had accurred since proving various	501 141
where changes had occurred since previous version. Agenda Item 12: Case Acceptance and Selection Policy	ARAC 6/13/9
& Legal Funding Policy	ARAC 0/13/3
A COPNI staff member gave an overview of the current	
COPNI casework.	
COI INI CASEWOIK.	
The Legal Funding Committee has yet to be appointed and	
it was confirmed by OFMDFM the Commissioner could not	
in the committee by C. M.D. M. the Committee out that	

be part of this committee as she is the route of appeal. COPNI to consider in due course.	
COPINI to consider in due course.	ACTION
The policy should be dated.	COPNI
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	ARAC 6/13/12
Meetings	
The proposed meeting on 30 Sept to be rescheduled to 23	ACTION
Sept 2013. ARAC members to confirm their availability for	ARAC
this date and the remaining dates by with COPNI by close of	
play on Friday 21 June 2013.	

Signed: Chairperson

6 August 2013 Date: