

NORTHERN IRELAND POLICING BOARD

**MINUTES OF MEETING OF AUDIT AND RISK ASSURANCE COMMITTEE HELD
ON TUESDAY 23 MAY 2023 AT 2PM AT THE NORTHERN IRELAND POLICING
BOARD JAMES HOUSE, BELFAST AND VIA ZOOM**

PRESENT:

MEMBERS

Mr Brendan Mullan (Chair)
Mr Peter Osborne (Vice-Chair)
Mr Frank McManus*

IN ATTENDANCE:

DEPARTMENT OF JUSTICE

Ms Fiona Scullion*
Mr Colum Thompson*

INTERNAL AUDIT

Mr Michael Matthews

**NORTHERN IRELAND AUDIT
OFFICE**

Mr Gary Currie

ASM ACCOUNTANTS

Mrs Christine Hagan*

OFFICIALS

Mrs Sinead Simpson, Chief Executive
Mr Sam Hagen, Director of Resources

Three Board Officials

*Attended the meeting via video conference.

1. APOLOGIES

Apologies were received from Mr Gerry Kelly MLA.

2. CONFLICTS OF INTEREST

No conflicts of interest were declared and the Agenda for the meeting was agreed.

No Member raised any matters for discussion under 'Any Other Business'.

3. DRAFT MINUTES OF THE ARAC MEETING HELD 23 MARCH 2023

It was **RESOLVED**:-

- That the minutes of the ARAC meeting held on 23 March 2023 be approved.

4. COMMITTEE TERMS OF REFERENCE

The Strategic Planning and Governance Manager presented the Committee Terms of Reference (ToR) and advised that these are required to be reviewed at the beginning of each financial year.

Members noted that no amendments to the ToR were proposed and therefore agreed to make a recommendation to the Board that the ARAC Committee ToR be approved.

There was a discussion on how membership of the Committee was determined and the extent to which this could be captured in the ToR of each Committee.

5. DRAFT NIPB ANNUAL REPORT AND ACCOUNTS 2022-23

The Committee considered the NIPB's draft Annual Report and Financial Statements for the year ended 31 March 2023 including the Chair's Report, Performance Report, Accountability Report and Financial Statements and discussed each element in turn.

5.1 Draft Board Chair's Report

Following discussion Members requested a number of amendments including:

- Paragraph 4 on page 2 - “minimising organisational risks to policing” to be reworded to more accurately reflect that the risk relates to the delivery of the service to the general public. **(AP1)**¹

Subject to the above amendment Members **AGREED** they were content with this section of the report.

5.2 Draft Performance Report

Following discussion Members requested a number of amendments including:

- With regard to the Risks and Key Issues section, less detail to be included on the Corporate Risk Register (CRR) here as this information is captured elsewhere in the document;
- Paragraphs 2 and 3 on Page 9 regarding the 2023-24 Financial Year to be amalgamated now that the budget for 2023-24 has been confirmed and is no longer indicative;
- With regard to Freedom of Information requests, explanatory text to be included to explain why some requests were not processed within the statutory timeframes; and
- In relation to the Complaints update, remove the reference to November 2019, reduce the narrative outlining what the policy is, and include instead the website link to the policy.

Members noted, with regard to some apparent duplication and significant detail across all sections of the Annual Report and Accounts, that these were mandatory reporting requirements.

¹ All amendments relating to Draft Annual Report and Accounts to be included under this action point

Subject to the above amendments Members **AGREED** they were content with this section of the report.

5.2.1 NIPB Corporate 2020-23 and Business Plan 2022-23

Following discussion Members requested a number of amendments including:

- Less detail to be included on page 15 in relation to PCSP Action Plans;

Members queried the presentation of some of the material, but noted that this was due to the publisher's template requirements.

Subject to the above amendment Members **AGREED** they were content with this section of the report.

5.2.2 Policing Plan 2020-25 and Performance Plan 2022-23

Following discussion Members requested a number of amendments including:

- In relation to Representativeness on page 58/59 – additional wording to be included to say that PSNI will consider alternative ways of addressing representativeness in the absence of being able to recruit, including ground work to support future recruitment campaigns;
- The addition of narrative in the Chair's report to reflect the key achievements from the RAG report.

Subject to the above amendments Members **AGREED** they were content with this section of the report.

5.3 Draft Accountability Report (Including Accounting Officer Governance

Statement)

Following discussion Members requested a number of amendments including:

Accountability Report

- In relation to Subject Access Requests on page 7, explanatory text to be included to explain why some requests were not processed within the statutory timeframes;
- Additional detail to be included regarding the data breach that was notified to the Information Commissioner's Office;
- Page 10 regarding Remuneration and Staff Report – narrative to be reduced and a line to be inserted advising that the NIPB salary structure follows the NICS salary structure.

The Chair noted the staff turnover figures and following discussion it was agreed that this would be highlighted to the Resources Committee for review.

(AP2)

Governance Statement

- In relation to the Risk Management and Internal Control section on page 12, the detail of the 7 risks on the Board's Corporate Risk register to be removed;

Subject to the above amendments Members **AGREED** they were content with this section of the report.

5.4 Draft Financial Statements

Following discussion Members requested a number of amendments including:

- Page 11 relating to IFRS 16 – Leases, and the necessity for this section given the Board are now in a licence agreement at James House. The Finance Manager noted this section is a reporting requirement.

A Member raised a query as to whether the Board are in a position to quantify the cost of the McCloud workstream yet and whether the deadline of 1 October 2023 to have the work completed is achievable. The Chief Executive advised that a dedicated resource has been allocated to this work to endeavour to meet the deadline and other work has been slowed in the interim, this will be discussed in more detail at the Resources Committee meeting later this week.

Subject to the above amendments being made Members **AGREED** they were content for the draft document to be shared with the NI Audit Office (NIAO), and following audit, the final draft will be considered at the next ARAC meeting on 22 June 2023.

6. COMMITTEE ANNUAL REPORT

The Chief Executive presented the Committee's Annual Report summarising the work undertaken during 2022-23, noting that in accordance with the Committee's Terms of Reference, this report (along with other Committee Annual Reports) needed agreed by the Board for inclusion in the Annual Report and Financial Statements.

Members NOTED the report and agreed to make a recommendation to the Board to approve the report at its meeting on 1 June 2023.

In response to a query from the Chair, the Committee noted that a formal evaluation of Board and Committee performance, outside the annual reports, is not undertaken and recommended that procedures to facilitate evaluation

are considered in the coming financial year in line with corporate governance good practice. It was suggested that this could be facilitated by way of a questionnaire to members. **(AP3)**

7. NIPB ACCOUNTING OFFICER END OF YEAR STEWARDSHIP STATEMENT

The Chief Executive presented this paper which provided Members with an update on the Chief Executive's Stewardship Statement to the Department of Justice (DoJ) for the period 1 October 2022- 31 March 2023.

Members NOTED the Stewardship Statement.

8. DATE OF NEXT MEETING

The next meeting will take place on Tuesday 22 June 2023 at 2pm in James House.

(Meeting closed at 15:20)

STRATEGIC PLANNING & GOVERNANCE

Date: May 2023

Chair