

**NORTHERN IRELAND POLICING BOARD**

**MINUTES OF MEETING OF AUDIT AND RISK ASSURANCE COMMITTEE HELD  
ON MONDAY 17 JUNE 2019 AT 1.30PM**

**PRESENT:**

**MEMBERS**

(1) Mr Colm McKenna (Chair)  
Mr Doug Garrett (Vice-Chair)  
Mrs Joanne Bunting  
Mr Tom Frawley  
Mr Gerry Kelly

**ACCOUNTANT  
ADVISER**

(2) Mr Charles Barnett

**DEPARTMENT OF  
JUSTICE IN  
ATTENDANCE:**

(2) Ms Sharan Dustagheer  
(2) Ms Lesley-Anne Gibson

**NIAO IN ATTENDANCE:**

(2) Mr Garry Currie

**DELOITTE IN  
ATTENDANCE**

(3) Mr Ian Howse  
(2) Ms Stacy Bonar, Internal Audit

**ASM ACCOUNTANTS  
IN ATTENDANCE**

(2) Ms Christine Hagan

**BUSINESS  
CONSULTANCY  
SERVICE**

(2) One Official

**OFFICIALS IN  
ATTENDANCE**

Mrs Amanda Stewart, Chief Executive  
Mr Tim Logan, Director of Resources  
Ms Aislinn McGuckin, T/Director of Police  
Administration  
Five Board Officials

- (1) Part item number 1 to close (arrived at 1.40pm)
- (2) Part item number 1 to close
- (3) Part item number 1 to item number 13

## **1 APOLOGIES ETC**

The Committee considered the following in private session:-

- The appointment of the Chair and Vice- Chair of the Committee.
- The provision of Internal Audit Services from 1 July 2019.

A note of the discussion in the private session is attached at Appendix "A".

Apologies were received from Mrs Wendy Osborne.

The Committee agreed the agenda for the meeting.

## **2 CONFLICTS OF INTEREST**

The Chair asked Members to declare any conflicts of interests arising from the agenda. No conflicts of interest were declared. NOTED.

## **3 DRAFT MINUTES OF MEETING HELD ON 13 MAY 2019**

The Committee considered the draft minutes of the Committee meeting held on 13 May 2019.

It was:-

### **RESOLVED:**

That the draft minutes of the Committee meeting held on 13 May 2019 be approved subject to an amendment being made to action points 4 and 5 on page 3.

#### **4 UPDATE ON ACTION LOG**

Members noted the following updates from the action log from the Committee meeting held on 13 May 2019. NOTED.

##### **Action Point 1**

The Committee noted that letters had been drafted to Chief Executives for all Councils seeking assurance that effective controls are in place around the management of PCSP funding and that Councils are following their own guidance on procurement processes etc. The PCSP Joint Committee would be informed about the matter at a meeting on 21 June 2019 and the letters would be issued after this meeting. NOTED.

##### **Action Point 2**

The Committee noted a breakdown of NIPB accommodation and operating costs and information regarding increases in the costs. NOTED.

##### **Action Point 3**

Members noted that the wording regarding no losses and special payments over £300,000 (2017-18 £nil) had been clarified in the Board's Financial Statement at agenda item number 13. NOTED.

##### **Action Point 4**

Members noted that a footnote had been inserted in the Board's Financial Statement regarding the Board being the legal owner of the Police Estate but the day to day management of the Estate is delegated to the PSNI. NOTED.

##### **Action Point 5**

With regard to the Committee's request around seeking assurances from the PSNI that any liabilities in relation to the PSNI estate fall to the Chief Constable, Members noted that the PSNI had provided re-assurance in relation to Occupiers responsibilities and liabilities, namely that these would fall to the Chief Constable.

The PSNI was however making further enquiries in relation to Health and Safety liabilities under the 2015 Construction Design and Management regulations and would provide confirmation regarding this in due course.

It was:-

**AGREED:**

That a letter should be sent to PSNI seeking confirmation in writing regarding all liabilities in relation to the Police Estate falling to the Chief Constable. **(AP1)**

Members noted the following updates from the action log from the Committee meeting held on 28 March 2019. NOTED.

**Action Point 1**

The positions of Committee Chair and Vice-Chair was dealt with earlier in the private Committee session.

**Action Point 2**

Members noted that a meeting between the Chair of the PSNI Audit and Risk Assurance Committee, the Chair and Vice- Chair of the Board's Audit and Risk Assurance Committee and the Chief Executive would take place on 27 June 2019. NOTED

**Action Point 3**

This matter was dealt with at agenda item number 6.

**Action Point 5**

This matter was dealt with at agenda item number 6.

**Action Point 6**

The Committee noted that a session would be arranged later in the year for

Members to consider the Board's risk appetite and to establish the Board's tolerance for risk. NOTED.

#### **Action Point 7**

This matter was dealt with at agenda item number 10.

#### **Action Point 8**

This matter was dealt with at agenda item number 7.

#### **Action Point 9**

Members noted a letter from PSNI which stated that the lifetime cost of Direct Award Contracts would be included in their updates going forward. NOTED.

This case and the PSNI's Direct Award Contracts update was dealt with at agenda item 7.

#### **Action Point 10**

This matter was dealt with at agenda item number 17.

### **5 CHAIR'S BUSINESS**

The Chair advised Members that the Chief Executive's Forum would be holding a Training Session on Public Accountability and Governance, specifically for Audit and Risk Committee Members in Clare House, Belfast on 15 October 2019. Six places had been preliminarily reserved for the Board and Members were asked to confirm their attendance with the Director of Resources in order to confirm the places.

### **6 INTERNAL AUDIT**

#### **6.0 Final Progress Report**

The Internal Auditor presented a paper to the Committee on the progress of

the 2018/19 Internal Audit Operational Plan.

### **6.1 Police Property Fund Advisory Audit Report**

The Internal Auditor presented an advisory report to the Committee on the governance arrangements for the Police Property Fund.

During discussion Members noted the amount of money which was potentially available from the Police Property Fund for allocation to projects. Members also noted that a funding model would be developed by Officials and a paper with a proposed policy and governance arrangements would be brought to a future meeting of the Partnership Committee for consideration. Members considered that this should be brought to the Audit and Risk Assurance Committee and to the Board for approval.

### **6.2 Human Rights Advisor Contract Arrangement Advisory Audit Report**

The Internal Auditor presented an advisory report to the Committee on the Human Rights Advisor Contract Management Arrangements.

Members discussed the recommendations in the report and considered that the findings should assist the development of a new contract for the Human Rights Advisor.

During discussion Members agreed that the contract for the new Human Rights Advisor should be legally proofed and brought to the Audit and Risk Assurance Committee for information. **(AP2)**

### **6.3 Internal Audit Open Recommendations**

Officials presented a paper which outlined details of outstanding internal audit recommendations and their current status.

During discussion Members considered that the priority 1 recommendation regarding a case management system for Police Administration Branch must be taken forward since capital funding would be provided during this financial year.

Members also discussed the target dates for completion of the outstanding recommendations and it was:-

**AGREED:**

That dates should be inserted against each recommendation in all reports. **(AP3)**

## **7 PSNI DIRECT AWARD CONTRACT**

The Committee noted a paper on PSNI Direct Award Contracts (DACs).  
NOTED.

During discussion it was:-

**AGREED:**

- That PSNI should be asked to provide the Committee with a complete list of DACs. **(AP4)**
- That the Chair and Vice-Chair should discuss PSNI DACs with the Chair of the PSNI Audit and Risk Assurance Committee at the meeting on 27 June 2019.

## **8 VERBAL UPDATE – PSNI’S AUDIT AND RISK ASSURANCE COMMITTEE MEETING 15 APRIL 2019**

The Chief Executive briefed the Committee on a meeting which she had attended of the PSNI Audit and Risk Assurance Committee on 15 April 2019 and advised Members that the papers for this meeting were available on Sharepoint.

The Chief Executive advised the Committee that the Court of Appeal had dismissed the PSNI's bid to overturn a finding that Police Officers and Civilian Staff should be paid holiday pay. The matter would be raised with PSNI at the Resources Committee meeting on 20 June 2019.

## **9 NIPB GIFTS AND HOSPITALITY REGISTER**

The Committee noted the NIPB Gifts and Hospitality Register. NOTED.

## **10 NIPB WHISTLE BLOWING POLICY**

Officials presented a paper regarding the Board's Whistleblowing Policy which had been revised since the Committee considered the policy on 28 March 2019.

During discussion Members suggested a few amendments to the policy and it was agreed to:-

### **RECOMMEND:**

To the Board that the NIPB Whistleblowing Policy is approved for dissemination to Board Staff.

## **11 NIPB CORPORATE RISK REGISTER**

The Committee considered a paper which provided Members with an updated NIPB Corporate Risk Register.

During discussion Members asked Officials to review a few risks outlined in the register.



## **12 AUDIT AND RISK ASSURANCE COMMITTEE ANNUAL REPORT TO THE BOARD FOR THE YEAR ENDED 31 MARCH 2019**

The Committee noted a report on the work of the Audit and Risk Assurance Committee for the year ended 31 March 2019. The report had been updated following the Committee meeting on 13 May 2019 to reference the Comptroller and Auditor General's opinion on the annual financial statements following the completion of the external audit. NOTED.

## **13 NIPB ANNUAL REPORT AND ACCOUNTS**

Officials presented the Northern Ireland Policing Board Annual Report and Accounts, the Accountability Report and Financial Statements to the Committee.

During discussion on the Annual Report a Member commented on the Protocol for engaging with paramilitaries and the PSNI's track record in terms of pursuing those responsible for modern slavery. Members agreed that these issues should be considered further to see how best to address these areas of concern.

It was agreed to:-

### **RECOMMEND:**

That the Board approves the Annual Report and Accounts for the year ended 31 March 2019.

Members thanked Officials for their work in producing the Annual Report and Accounts.

#### **14 NIPB GOVERNANCE STATEMENT**

The Committee noted the NIPB's Governance Statement for inclusion in the 2018-19 Annual Report and Accounts. NOTED.

During discussion Members noted that minor adjustments should be made to the statement and agreed that the changes should be circulated to Members and brought to the Board for approval. **(AP5)**

#### **15 NIPB LETTER OF REPRESENTATION**

The Committee considered a draft NIPB letter of representation, to the Comptroller and Auditor General for the year ended 31 March 2019.

It was agreed to:

##### **RECOMMEND:**

That the Board approves the draft NIPB letter of representation.

#### **16 DRAFT REPORT TO THOSE CHARGED WITH GOVERNANCE**

The Committee noted a draft Report to Those Charged with Governance for the financial year ended 31 March 2019 in relation to the NIPB Annual Report and Financial Statements. NOTED.

Ms Christine Hagan, ASM Accountants briefed the Committee on the audit which had been completed in respect of the Board's 2018/19 Financial Statement. Ms Hagan gave feedback on the report regarding the timeliness of information sharing and the extent of the performance statement.

## **17 QUESTIONS FOR THE CHIEF CONSTABLE**

Members discussed responses which had been received from the PSNI to questions raised by the Committee at its last meeting.

During the discussion it was

### **AGREED:**

That a letter should be sent to PSNI regarding a recommendation from the Office of the Police Ombudsman that had been rejected by PSNI.

**(AP6)**

## **18 COMMUNICATION ISSUES**

There were no communication issues arising from the meeting.

## **19 ANY OTHER BUSINESS**

The Chair thanked the staff from Deloitte for the provision of Internal Audit services and the work that they had carried out for the Board during the past 5 years.

## **20 DATE OF NEXT MEETING**

Members agreed that the date of the next Audit and Risk Assurance Committee meeting would be 26 September at 2.00pm.

Members also agreed that the date of the December 2019 Audit and Risk Assurance Committee meeting would be 17 December 2019 at 10.00am.

(Meeting closed at 4.30pm).

## **CORPORATE SERVICES**

**Date:** June 2019

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**Chair**