

NORTHERN IRELAND POLICING BOARD

**MINUTES OF MEETING OF AUDIT AND RISK ASSURANCE COMMITTEE HELD
ON THURSDAY 24 SEPTEMBER 2020 AT 2.00PM AT WATERSIDE TOWER,
CLARENDON DOCK, BELFAST AND VIA VIDEO CONFERENCE FACILITY**

PRESENT:

MEMBERS

Mr Colm McKenna (Chair)
Mr Edgar Jardine (Vice-Chair)
Mr Michael Atkinson
Mrs Joanne Bunting, MLA*
Mr Gerry Kelly, MLA*
Mr Frank McManus*

IN ATTENDANCE:

DEPARTMENT OF JUSTICE

Mr John Chittick*

INTERNAL AUDIT

Mrs Cathy Hadden*

ASM ACCOUNTANTS

Mrs Judith Shortall*

EXTERNAL ACCOUNTING ADVISOR (1)

Mr Charles Barnett

NORTHERN IRELAND AUDIT OFFICE

Mr Gary Currie*

OFFICIALS

Mrs Amanda Stewart, Chief Executive
Ms Aislinn McGuckin, T/Director of Police
Administration
Four Board Officials

*Attended the meeting via video conference.

(1) Departed the meeting at 3.20pm

1. APOLOGIES

No apologies were received.

Members agreed the Agenda for the meeting.

2. CONFLICTS OF INTEREST

No conflicts of interest were declared in relation to the Agenda.

3. DRAFT MINUTES OF THE MEETINGS HELD ON 25 JUNE 2020 AND 30 JULY 2020

The Committee considered the draft minutes of the Committee meeting held on 25 June 2020 and 30 July 2020. It was **RESOLVED** that:

- The minutes of the meetings held on 25 June 2020 and 30 July 2020 be approved.

4. COMMITTEE ACTION LOG

Updates as detailed within the Committee Action Log were noted including that four actions were closed, and two actions would be considered during the meeting at agenda item 10.2 when the open internal audit recommendations were considered and agenda item 11 when a draft Corporate Risk Register was considered.

5. CHAIRPERSON'S BUSINESS

5.1 Correspondence to PSNI ARAC Chair S. Hodkinson dated 24 July 2020

Members noted the correspondence to Mr Stephen Hodkinson dated 24 July

2020. The Chief Executive noted that it had been agreed that both the Board and PSNI ARAC Members would meet informally to discuss the recently published Her Majesty Treasury's "*Orange Book – Management of Risk: Concepts and Principles*".

5.2 Draft NIPB Corporate Governance Framework

The Chief Executive noted that a draft NIPB Corporate Governance Framework was included for Members information and Members were asked to provide feedback to Board Officials by 2 October 2020. During discussions Members provided details on some additional information that should be included and agreed to provide further feedback by 2 October 2020. It was noted that following the receipt of Members feedback, it would be finalised and approved by the Chief Executive and brought to the Board on 5 November 2020 for noting.

6. VERBAL UPDATE ON PSNI AUDIT AND RISK ASSURANCE COMMITTEE MEETING HELD ON 23 SEPTEMBER 2020

The Chief Executive provided the Committee with an overview of the material matters considered during the PSNI's ARAC meeting held on 23 September 2020 including as a result of the impact of COVID-19 PSNI's Internal Audit Annual Plan had been revised. The Chief Executive noted that the Northern Ireland Audit Office (NIAO) had asked the Government Actuary Department (GAD) to review the £40 million provision for Injury on Duty (IOD) Scheme in the PSNI's Annual Report and Financial Statement for the year ended 31 March 2020. As a result of GAD's review, the NIAO had asked the PSNI to increase the provision for IOD claims. The Chair noted that he, the Committee Vice-Chair and Chief Executive would discuss this further with the matter further with the NIAO to understand the implications and would provide an update to the Committee. **(AP1)**

The Chief Executive also noted that during the PSNI ARAC had asked the PSNI Strategic Management Board (SMB) to consider adding a risk to the PSNI Corporate Risk Register about the condition of the PSNI Estate. The Chief Executive further noted that the PSNI ARAC had identified an issue with a PSNI Direct Award Contract (DAC) relating to a leadership development programme and it was agreed that the Committee would ask the Resources Committee to consider this matter further.

Members also discussed the Northern Ireland Assembly's Public Accounts Committee writing to the PSNI about the actions that the PSNI have to implement as a result of the NIAO Report '*Reducing Costs within the PSNI*' and it was agreed that Officials would request that the PSNI also write to the Board about implementing the actions from the NIAO Report '*Reducing Costs within the PSNI*'. (AP2)

7. NIPB DIRECT AWARD CONTRACT UPDATE

Board Officials presented to the Committee details of one DAC in place and noted that all procurement and Department of Justice (DoJ) guidance had been followed when entering into the DAC.

8. NIPB FRAUD UPDATE

The Chair noted that there was no suspected or actual Fraud to report to the Committee.

The Chair also noted that following the resignation of Brice Dickson on 31 March 2020 who had been the Designated Board Member for Fraud, a Board Member had to be appointed to the role. It was agreed that Edgar Jardine, Committee Vice-Chair, would be recommended to the Board for approval to be appointed to the role.

9. NIPB DRAFT ACCOUNTING OFFICER BI-ANNUAL STEWARDSHIP STATEMENT TO THE DEPARTMENT OF JUSTICE

Board Officials presented to the Committee the draft Stewardship Statement for the period 1 April 2020 to 30 September 2020 and Members asked that the Chief Executive consider including details of the management of the IOD Scheme within the Statement before it is submitted to the DoJ.

Board Officials updated the Committee on the progress of the IOD Steering Group and two sub-committees noting that COVID-19 had impacted the progress of the IOD Steering Group but matters were now being progressed.

10. INTERNAL AUDIT

10.1 Internal Audit Progress Report

The Internal Audit Manager presented an overview of the Progress Report to the Committee. The Internal Audit Manager noted that following discussions with the Chief Executive it had been agreed to revise the number of days allotted to specific audits in the Internal Audit Annual Plan and asked the Committee to approve the presented revised Annual Audit Plan. Members discussed with the Internal Audit Manager the importance of retaining some capacity to audit Policing and Community Safety Partnerships (PCSPs) if needed, and if an audit of PCSPs was undertaken the Committee would be kept up-to-date. The Chief Executive further noted that the Memorandum of Understanding between the Board and DoJ was being reviewed and would be tabled at the next Joint Committee for approval, and that it had been agreed that the Joint Committee Agenda would be noted by Partnership Committee so the Committee was kept informed of matters being considered by the Joint Committee. It was **RESOLVED** that

- The revised Annual Internal Audit Work Plan be approved.

10.2 NIPB Internal Audit Recommendations

The Chief Executive presented an update to the Committee on the internal audit recommendations noting that since the previous update Committee a number of recommendations had been closed or superseded as detailed within the paper.

The Chief Executive further noted that the Board's Senior Management Team reviewed the implementation target dates of the remaining open audit recommendations and had agreed to extend the implementation date for two related recommendations. Members thanked the Chief Executive and Officials for the work undertaken to close the recommendations. It was agreed that Action Point 3 from the meeting on 14 May 2020 may be closed.

11. NIPB CORPORATE RISK REGISTER

The Chief Executive presented an overview of the draft Corporate Risk Register (CRR) noting that following receipt of Members feedback at previous meetings the content and layout of the CRR had been changed. The Chief Executive further noted that while some risks had been de-escalated to Directorate Risk Registers they would continue to be monitored. The Chief Executive provided an overview of further changes would be made to the CRR and it was agreed that an updated draft CRR would be circulated to all Members via email for review and agreement. **(AP3)** Following receipt of Members feedback, it would be attached to the Chief Executive's Report to the Board Meeting on 1 October 2020 so that all Board Members could consider the CRR.

12. NIPB GIFTS AND HOSPITALITY REGISTER

Members noted that because of the impact of the COVID-19 pandemic, there had been no opportunities for Board Members or staff to offer or receive gifts

or hospitality.

13. NIPB COMPLAINTS UPDATE

Board Officials presented an overview of the complaints received since 1 April 2020, including lessons learned from the complaints.

14. COMMUNICATION ISSUES/ OPPORTUNITIES

No issues were raised.

15. ANY OTHER BUSINESS

Members noted that the next meeting conflicted with other scheduled meetings and it was agreed to change the meeting to Thursday 17 December 2020 at 2pm.

16. DATE OF NEXT MEETING

The next meeting would be Thursday 17 December 2020 at 2pm.

(Meeting closed at 3.40pm).

CORPORATE SERVICES

Date: September 2020

Chair