

**NORTHERN IRELAND POLICING BOARD**

**AUDIT AND RISK MANAGEMENT COMMITTEE**

**MINUTES OF A MEETING OF THE AUDIT AND RISK MANAGEMENT  
COMMITTEE HELD ON FRIDAY 2 OCTOBER 2015 AT 10.00AM IN WATERSIDE  
TOWER, BELFAST**

**PRESENT:**

**MEMBERS:**

Mr Ross Hussey (Chairperson)  
Ms Deirdre Blakely (Vice-Chairperson)  
Prof Ryan Feeney  
(1) Mrs Brenda Hale  
Mr David McIlveen

**DEPARTMENT OF JUSTICE IN  
ATTENDANCE:**

(2) Mr Adrian Doherty

**NIAO IN ATTENDANCE:**

Mr Neil Gray

**PSNI IN ATTENDANCE**

(3) Mr Dennis Licence (Non-Executive Chair of  
PSNI Audit and Risk Assurance Committee)  
(3) Mr Niall McLaughlin (PSNI Audit and Risk  
Assurance Committee Manager)

**OFFICIALS IN ATTENDANCE:**

Mr Barney McGahan (Interim Chief Executive)  
Mr David Wilson (Director of Support  
Services)  
Two Board Officials

- (1) Item number 5.4 to close
- (2) Item number 7 to close
- (3) Item number 9

**1. APOLOGIES, ETC**

Apologies were received from. Mr Pat Sheehan. NOTED.

Members expressed their condolences to Mr Pat Sheehan on the recent death of his father-in-law and asked for a letter of sympathy to be sent to Mr Sheehan.

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

The Chairperson asked Members to outline details of any items of business they wished to discuss which were not on the agenda. No further items of business were raised.

## **2. ELECTION OF COMMITTEE VICE-CHAIRPERSON**

The Chairperson advised Officials that Ms Deirdre Blakely had been elected Vice-Chairperson of the Committee during a closed session of the meeting of the Committee held earlier that day.

## **3. DRAFT TERMS OF REFERENCE**

Members considered a paper which outlined draft Terms of Reference for the Audit and Risk Management Committee.

The Interim Chief Executive advised the Committee about proposed changes to sections 3.4 and 5.1 of the draft Terms of Reference following discussions at the Partnership, Performance and Resources Committee meetings.

During discussion Members suggested changes to sections 5.1 and 8.2 of the draft Terms of Reference and it was:-

### **AGREED:-**

That the changes should be made and the draft Terms of Reference should be brought to the December 2015 Committee meeting.

#### **4. MINUTES OF MEETING HELD ON 5 JUNE 2015**

The Committee considered the draft minutes of the Audit and Risk Management Committee meeting held on 5 June 2015.

It was:-

##### **RESOLVED:**

That the draft minutes of the Audit and Risk Management Committee meeting held on 5 June 2015 be approved.

#### **5 MATTERS ARISING FROM THE MEETING HELD ON 5 JUNE 2015**

##### **5.1 PSNI Corporate Risk Register (Item 4.2 of Minutes refers)**

This matter was dealt with at item 9.

##### **5.2 Issues to raise with the Chair of the PSNI Audit and Risk Assurance Committee (Item 6 of Minutes refers)**

This matter was dealt with at item 9.

##### **5.3 NIPB Year End Financial Accounts 2014/15 (Item 7 of Minutes refers)**

The Committee noted a paper which outlined details of the case workload of the Board's Police Administration Branch in relation to Injury on Duty cases and appeals. NOTED.

##### **5.4 Observations of PSNI Audit and Risk Assurance Committee meeting on 5 May 2015 (Item 10 of Minutes refers)**

The Committee noted a letter dated 4 September 2015 from the Chair of the PSNI Audit and Risk Assurance Committee regarding learning points arising from the recent Noonan payment issue and the determination of recent Police Appeals Tribunals in relation to the overturning of PSNI dismissal cases.. NOTED.

During discussion it was:-

**AGREED:**

- That the Committee should be provided with information in relation to Police Appeals Tribunals.
- That the Resources Committee should be asked to consider commissioning a report/review regarding the operation of the PSNI Human Resources Department.

**6. CHAIRPERSON'S BUSINESS**

**6.1 Anonymous correspondence**

Members noted a letter dated 16 July 2015 from PSNI in respect of anonymous correspondence which had been received by the Board.  
NOTED.

Officials advised the Committee that Professor Brice Dickson, the NIPB contact Member for the whistle blowing policy had considered the correspondence and was satisfied with the response which had been received from PSNI. NOTED.

**6.2 Letter from Nick Perry to the Public Accounts Committee**

The Committee noted a letter dated 28 July 2015 from the Permanent Secretary, Department of Justice (DOJ) regarding progress in implementing the recommendations contained in the Public Accounts Committee's report of May 2014 on PSNI Use of Agency Staff.  
NOTED.

**6.3 Whistleblowing Report Antrim and Newtownabbey PCSP**

The Committee noted a letter dated 24 July 2015 from Antrim and Newtownabbey Borough Council regarding a whistle blowing allegation. Officials undertook to keep Members informed of developments. NOTED.

#### **6.4 Recruitment of Non-Executive Members to PSNI Audit and Risk Assurance Committee**

Officials advised the Committee that PSNI would be setting up a Recruitment Panel to select Non Executive Members for the PSNI Audit and Risk Assurance Committee.

It was:-

#### **AGREED:**

That the Vice-Chair of the Committee should represent the Board on the Recruitment Panel.

The Interim Chief Executive suggested that a person with financial experience should be appointed to the Board's Audit and Risk Management Committee. Members agreed that this matter should be progressed and clarification brought back to the Committee in relation to voting rights of the person.

#### **6.5 Letter from Chief Constable regarding Health & Safety Executive investigation into Public Disorder in July/August 2013**

The Committee noted letters dated 16 June 2015 from the Chief Constable and 8 July 2015 from the PSNI regarding a Health and Safety Executive NI Report in relation to alleged failings by PSNI Senior Command following serious public disorder on 12 July 2013 and 8 August 2013. NOTED.

### **7. UPDATED COMMITTEE DEVELOPMENT AND WORK PROGRAMME 2015/16 AND COMMITTEE FIRST DAY BRIEFING**

The Committee noted details of an updated Committee Development and Work Programme for 2015/16. NOTED.

Officials presented information to the Committee which outlined the roles and responsibilities of the Audit and Risk Management Committee.

## **8 SCHEDULE OF MEETINGS**

The Committee considered a proposed schedule of meetings of the Audit and Risk Management Committee for the period October 2015 – June 2016.

Following discussion it was:-

### **AGREED:**

To approve the following dates for meetings of the Committee:-

18 December 2015 at 9.30am

11 March 2016 at 10.00am

13 May 2016 at 10.00am

10 June 2016 at 10.00am

## **9. ISSUES TO RAISE WITH THE CHAIR OF THE PSNI AUDIT AND RISK ASSURANCE COMMITTEE**

The Committee noted a paper which identified issues to inform discussion with the Non-Executive Chair of the PSNI Audit and Risk Assurance Committee. NOTED.

The Chair welcomed the Non-Executive Chair of the PSNI Audit and Risk Assurance Committee and the PSNI Audit and Risk Assurance Committee Manager to the meeting.

The Non-Executive Chair of the PSNI Audit and Risk Assurance Committee advised Members about:-

- The appointment of a Chair and non-executive Members of the PSNI Audit and Risk Assurance Committee.

- Concerns which the PSNI Audit and Risk Assurance Committee have regarding cuts to the PSNI budget and the impact of the Voluntary Exit Scheme for PSNI Staff.
- Risks associated with the reduction of PSNI Staff and Officers.
- Concerns about sickness absence in PSNI.
- The corporate risk in relation to PSNI Policy Directives and Service Procedures;

During discussion, Members sought and received further information in relation to:-

- Workforce Planning and how this links with the Voluntary Exit Scheme.
- Legal costs associated with defending cases which are being taken against PSNI.
- The risks associated with Senior Civilian Staff leaving PSNI and options for replacing these staff.
- The loss of corporate knowledge of the PSNI Audit and Risk Assurance Committee due to the turnover of Non Executive Members.

The Chairperson thanked the Non-Executive Chair of the PSNI Audit and Risk Assurance Committee and the PSNI Audit and Risk Assurance Committee Manager for attending the meeting and they left.

#### **10. NIPB YEAR END FINANCIAL ACCOUNTS 2014/15**

The Committee noted the signed Annual Financial Statements for the year ended 31 March 2015. NOTED.

**11. NIPB RISK MANAGEMENT**

The Committee noted a paper which provided Members with an updated NIPB Corporate Risk Register and a report on the Directorate High Risks. NOTED.

Members complimented Staff for the work that had been carried out in relation to the recommendations in the Scofield Report.

**12. OBSERVATION OF THE PSNI AUDIT AND RISK COMMITTEE MEETING ON 9 JUNE 2015**

The Committee noted a paper which provided feedback in relation to a meeting of the PSNI Audit and Risk Assurance Committee which the Director of Support Services had attended as an observer on 9 June 2015. NOTED.

**13. NIAO DRAFT REPORT TO THOSE CHARGED WITH GOVERNANCE**

The Committee noted the NIAO Report to Those Charged with Governance for the financial year ending 31 March 2015 in relation to NIPB Financial Statements. NOTED.

The Committee thanked the Board's Finance Staff for the positive external audit report.

**14. NIPB DRAFT ACCOUNTING OFFICER STEWARDSHIP STATEMENT FOR THE PERIOD 1 APRIL 2015 – 30 SEPTEMBER 2015**

The Committee noted the draft Interim Chief Executive's Stewardship Statement to the DOJ for the period 1 April to 30 September 2015. NOTED.

**15. PSNI REPORT ON DIRECT AWARD CONTRACTS (DACs)**

The Committee noted information on PSNI Direct Award Contracts. NOTED.



It was:-

**AGREED:**

That information should be obtained from PSNI on the Direct Award Contract for fuel cards.

**16. QUESTIONS FOR CHIEF CONSTABLE**

There were no questions to raise with the Chief Constable at the next Board meeting arising from the meeting.

**17. INFORMATION PAPERS**

The Committee noted the following papers:-

17.1 Department of Finance and Personnel Guidance

17.2 NIPB Suspected Frauds

NOTED.

**18. NIPB MANAGEMENT STATEMENT/FINANCIAL MEMORANDUM**

The Committee noted the NIPB Management Statement / Financial Memorandum. NOTED.

**19. COMMUNICATION ISSUES**

There were no matters arising from the meeting for inclusion in a news release.

## **20. ANY OTHER BUSINESS**

### **20.1 Delegated Limits**

The Interim Chief Executive advised the Committee that he would raise the Board's delegated limits with DOJ. NOTED.

## **21. DATE OF NEXT MEETING**

The Committee noted that the next meeting would be held on 18 December 2015 at 9.30am.

In response to a comment from the representative from DOJ, it was agreed that future programmes for the Committee meetings should not include a time frame for the closed session of the meetings and that all attendees at the Committee should be available at the start time of closed session.

(Meeting closed at 12.40pm).

**Board Support**

**October 2015**

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**Chairperson**