

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 31 OCTOBER 2016 AT 9.30AM IN EQUALITY HOUSE, BELFAST**

PRESENT:

MEMBERS

Gerard Campbell (Chair)
Julie Erskine
Don Mackay
Breidge Gadd

IN ATTENDANCE

Eddie Lynch (Commissioner, COPNI)*
Evelyn Hoy (Chief Executive, COPNI)*
Janet Smyth (Department for Communities)
Kathy Doey (Northern Ireland Audit Office)
Brian Clerkin (ASM – Internal Audit)
Helen Gault (Finance and Governance Manager, COPNI)*
Eloise Gilmour (Office Manager, COPNI)*

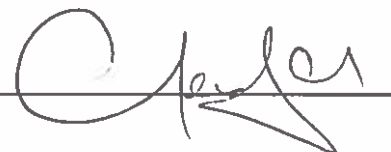
** present from item 4 onwards*

<p>Agenda Item 1: Apologies</p> <p>The Chair welcomed everyone to the meeting.</p> <p>There were no apologies.</p>	<p>NOTED</p>
<p>Agenda Item 2: Chair's Business</p> <p><u>Conflict of Interests</u></p> <p>No conflicts of interests were declared.</p>	<p>NOTED</p>
<p>Agenda Item 3: Private Session for Members and Attendees</p> <p>Members and Attendees held their annual session in private at the start of the meeting.</p> <p>At 9.45am the Commissioner, management and staff joined the meeting.</p>	

<p>Agenda Item 4: Update from NIAO</p> <p>a) Annual Report and Financial Statements for the year ended 31 March 2016</p> <p><u>Performance Report</u></p> <p>E Hoy summarised the content of the report and confirmed that all the objectives in the Business Plan had been achieved. The principal risks for COPNI for the year were in respect of the budget and the Departmental restructure. All risks were recorded on the risk register, updated quarterly and reported to ARAC.</p> <p><u>Accountability Report</u></p> <p>E Hoy summarised the content of the report including the three internal audits carried out during the year - Follow Up Review; Risk Management and Corporate Governance including Complaints Handling; Procurement and Contract Management. All reviews received satisfactory assurance.</p> <p><u>Financial Statements</u></p> <p>E Hoy indicated there was nothing untoward in the Financial Statements. Two thirds of expenditure went on salaries, and one third on COPNI's programme and overheads.</p> <p>The Chair invited comments from Members and Attendees.</p> <p>Ms Smyth indicated she was content with the report. The Chair highlighted COPNI had a good set of accounts and a strong governance statement, and the ARAC recommended the report be signed by the Commissioner.</p> <p>Ms Smyth confirmed the Department would lay the accounts before the Northern Ireland Assembly.</p> <p>Mrs Gadd said it was important that COPNI had made clear it was operating within a smaller budget. She suggested the narrative on legal cases mentioned in next year's Annual Report should include the reason for each case being taken on by COPNI. E Hoy noted this suggestion, and confirmed all cases that COPNI dealt with passed its selection criteria, and could not have been taken on by any other body.</p>	<p>NOTED 10/16/1</p>
<p>b) Report To Those Charged with Governance</p> <p>Ms Doey indicated this had been a straightforward audit, and the NIAO intended to issue a clean audit opinion. No risks had been identified in</p>	<p>NOTED 10/16/2</p>

<p>the audit therefore there were no significant audit adjustments. There were no recommendations in the audit findings. There were some disclosure changes, which were expected in a public sector body. There was only one small error and this had no impact on the bottom line. The one recommendation carried forward from the previous year had been addressed and NIAO was satisfied. This was a very good clean audit report. No management response was required, and management had confirmed it was factually accurate.</p> <p>The Chair, Members and Commissioner commended staff and in particular Mrs Gault for their work, and noted the positive comments from NIAO. The Chair confirmed the report did not need to be resubmitted to the ARAC, and would be recommended at the December meeting.</p> <p>Ms Doey indicated the report would be certified early next week, and a management letter sent to COPNI.</p>	
<p>Agenda Item 5: Any Other Business</p> <p>There was no other business.</p>	
<p>Agenda Item 6: Date of Next Meeting</p> <p>The next meeting would be held on Monday 5 December 2016 at 1.30pm.</p> <p>The meeting closed at 10.10am.</p>	NOTED

Signed:
Chairperson



Date:

5/12/16.

