



Minutes of the VSS Audit and Risk Committee
Friday, 9 December 2016, 2pm
VSS, Seatem House, Belfast

ARC Members Present:

Colm Doran (CD)	ARC Chair
Richard Solomon (RS)	Board Member
Seamus Magee (SM)	Board Member
Bertha McDougall (BMcD)	Board Member

VSS Officers in Attendance:

Margaret Bateson (MB)	CEO and Accounting Officer
Brendan Smith (BS)	Head of Corporate Services
Caroline Armstrong (CA)	Finance and Governance Manager (Secretary)

Other Officers in Attendance:

Kathy Doey (KD)	NIAO (External Audit)
Rodney Allen (RA)	NIAO (External Audit)
Alan Davidson (AD)	Capita (Internal Audit)
Colin Moffett (CM)	TEO
Marie Matthews (MM)	TEO

A Apologies

A1 No apologies to note.

B Minutes of Previous Meetings

B1 12 October 2016: The minutes of the previous meeting were agreed.

C Action Points

C1 The Committee noted the update provided.

D Conflict of Interest

D1 No conflicts of interest were declared.

D2 No conflicts of interest were declared. BMCD advised the committee she is no longer a trustee of NIAMH.

D3 The Committee noted the 2016/17 Register of Interests register.

E Accounting Officer Update

The Chair asked the Chief Executive to present the Accounting Officer Update report. MB highlighted the following points:

E1 Progress against Corporate and Business Plan

Call handling is now back in line with KPIs

Since the last ARC/Board meeting:

- SEUPB approved the VSS PEACE IV application on 2nd November 2016
- Both ministers of Finance in Northern Ireland and Ireland have confirmed a project of the full duration and full amount
- Ministers have approved CVS policy advice in relation to the new service delivery models
- The TEO Accounting Officer has approved the VSS Business Case 2017-2020
- An open call or both Programmes was launched on 24th November 2016.
- The call closes on 4th January 2017.
- The DfC presented at the last Victims Working Group regarding Welfare Reform. DfC have agreed letters regarding this will now go out in January 2017 and not December 2016 as originally scheduled.
- Completion of NIAO field work and finalisation of Annual Report and Accounts.
- TEO Committee update attached in appendix 1. The VSS four strategic outcomes for Victims and Survivors link directly to the PfG.

E2 Progress against Budget

The Committee noted the update and no significant risks to note to date.

E3 Strategic Risk Register

The Committee noted the revised register, five risks have been closed and three new risks identified.

- The Chair thanked MB for the update and acknowledged the work that VSS has undertaken in relation to outcomes based accountability.

F Internal Audit Update

The Chair asked AD to present these papers.

F1 2016/17 - 2019/20 Final Audit Strategy

The Committee noted the changes made and agreed the final Audit Strategy in respect of 2016/17 to 2019/20.

G Standing Agenda Items

G1 ARC Self Assessment Update

CA provided an update noting one action that is now closed.

G2 ARC Training Update and Requirements

The Committee noted the update provided.

A1 NIAO Review of Board Effectiveness paper to be circulated to the Committee.

G3 Gifts and Hospitality Update

The Committee noted the update provided.

G4 Compliance update (Tabled)

CA provided an update in respect of the seven suspected fraud cases that remain open. CA also provided an update on each of the three Debt Recovery matters.

The Committee noted the inclusion of Ombudsman complaints that have been received.

G5 Procurement Update

The Committee noted the update provided.

H Any other Business

Invitation was put to the committee for panel members for the recruitment of an ARC accountant.

The Committee agreed the following three panel members.

Margaret Bateson VSS CEO

Ricky Irwin TEO

Seamus Magee VSS Board and ARC Committee member

AP2 Candidate information booklet to be circulated to the committee.

I Date of Next Meeting

The date of the next meeting is to be agreed.