



THE COMMISSIONER FOR SURVIVORS OF INSTITUTIONAL CHILDHOOD ABUSE

MEETING	Audit, Risk and Accountability Committee	
DATE	27 June 2022 at 11am via Zoom	
ATTENDING	D Small	ARAC Chair
	F Ryan	Commissioner
	J Hadden	ARAC Member
	T Cunningham	Secretary to the Commissioner
	J McComb	Corporate Services
	L McCord	Accountant

Notes and Action

POINT	NOTE	ACTION
1.	Chair, Welcome & Introduction	
	<ul style="list-style-type: none"> Introduction and overview of agenda. It was agreed that the first meeting would be an introductory meeting for the new ARAC committee members and COSICA staff. Dates were agreed for September, December and March to coincide with the Assurance Report/ statement returns. NIAO, TEO Sponsor branch and Cavanagh Kelly to be advised of the dates. 	Contact NIAO, TEO and Cavanagh Kelly with Q2,3 and 4 dates (Action L McCord)
2.	Declaration of Interests	
	<ul style="list-style-type: none"> D Small – Board Member and Audit Committee Chair for the Northern Ireland Blood Transfusion Service and member of the Northern Regional College Governing Body. J Hadden - Member of staff with the Strategic Investment Board and currently working on the Urban Villages Programme 	Add to Register of Interests (Action J McComb)
3.	ARAC Terms of Reference (ToR)	
	<ul style="list-style-type: none"> D Small had minor suggested amendments, he will review and forward with track changes J McComb informed that Cavanagh Kelly had reviewed and approved the draft ToR . 	Forward track changes (Action D Small/ T Cunningham)



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4.	ARAC/ Internal Audit	
	<ul style="list-style-type: none"> Discussion on Internal Audit 2022/25 schedule agreed. D Small and F Ryan affirmed that Cavanagh Kelly should be contacted to request an additional 2 days to audit Governance, to ensure that COSICA systems and processes are compliant in the first year instead of specified third year. 	Contact Cavanagh Kelly to discuss a Governance audit in year 1 (Action L McCord)
5.	Annual Report and Accounts/ Operational Plan	
	<ul style="list-style-type: none"> The draft annual report and accounts are near completion and had been reviewed by D Small and J Hadden. D Small queried the staff absence number with relation to NICS average 9 days per person. L McCord will review. Draft Operational Plan in final stage of development, when completed to be forwarded to D Small and J Hadden for review 	Review staff absence figure for 2021/22 accounts (Action L McCord) Complete and forward Ops plan to D Small and J Hadden (Action T Cunningham)
6.	Risk Register	
	<ul style="list-style-type: none"> The draft Risk Register was reviewed, it was agreed that a matrix should be included to include target dates/ timelines and likelihood/ impact score. The risk register is a living document and will continue to be reviewed on a monthly basis and presented to the ARAC quarterly. 	Amend Risk Register to include target dates (Action T Cunningham)
7.	Recruitment of ARAC member	
	<ul style="list-style-type: none"> Discussion on the difficulty in recruiting for ARAC members with three recruitment drives over a period of 5 months. Informed that the third member had declined the position due to conflicting commitments. It was agreed that a new recruitment drive for the third member would take place at the end of August with an emphasis on encouraging diversity. 	Recruitment drive at the end of August (Action J McComb)
8.	Payments to ARAC	
	<ul style="list-style-type: none"> Payment would be made through NICS payroll service. Forms to be forwarded to D Small and J Hadden 	Bank details to be forwarded for payroll (Action J McComb)



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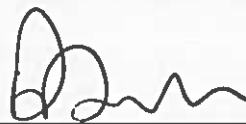
9.	CO-opting	
	<ul style="list-style-type: none">It was agreed that in accordance with the ToR, co-opting would will be considered if specialist skills and expertise are required.	
10.	Future Meetings	
	<ul style="list-style-type: none">As discussed in Point 1. Quarterly dates to coincide with Assurance Report and Statement return dates. D Small requested a copy of the Q4 Report and Statement to review.	Q4 2022 Assurance Report and Statement to be emailed to D Small (Action J McComb)
11.	AOB	
	<ul style="list-style-type: none">D Small informed that he would attend the Accountability meetings if required.It was agreed that a laptop would be provided for the Chair role with a COSICA email address	Complete process through IT Asist (Action J McComb)



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POINT	ACTION	RESPONSIBLE	STATUS
1.	Contact NIAO, TEO and Cavanagh Kelly with Q2,3 and 4 dates	L McCord	Complete
2.	Update Register of Interests	J McComb	Complete
3.	Track changes to ARAC ToR	D Small	Complete
4.	Contact Cavanagh Kelly to discuss an additional 2 day Governance audit in year 1	L McCord	Complete
5.	Review staff absence figure for 2021/22 accounts Complete and forward Ops plan to D Small and J Hadden	L McCord T Cunningham	Complete
6.	Amend Risk Register to include target dates	T Cunningham	Complete
7.	Recruitment drive at the end of August	J McComb	Complete
8.	Bank details to be forwarded for payroll	J McComb	Complete
10.	Q4 2022 Assurance Report and Statement to be emailed to D Small	J McComb	Complete
11.	Laptop/ COSICA email for D Small, complete process through IT Asist	J McComb	Complete

Signed:
Chairperson



Date:

23/8/23