

Minutes of the second meeting

Office for Legal Complaints Audit and Risk Committee

Monday 11th January 2010

10.30am – 12.00am

Baskerville House, Centenary Square, Broad Street, Birmingham B1 2ND

Present

Brian Woods-Scawen, Chair of Audit & Risk Committee
Professor Mary Seneviratne, member of Audit & Risk Committee
Adam Sampson, Chief Ombudsman
Nyall Farrell, Interim COO
Andy Taylor, Board Secretariat

Key Decisions & Action Points

1. A request was made for security fobs to be made available for board members.
2. The draft minutes of the previous meeting of the Audit and Risk Committee 12th October were approved for distribution with these minutes.
3. The Audit & Risk Committee will be supported by the Board Secretariat in the same manner as the Board is supported, however a direct relationship will also be maintained with the Director of Finance & Business Services.
4. Relationship with the MoJ Internal Audit function was discussed.
 - The OLC Accounting Officer is accountable to the MoJ Accounting officer and will need to provide reassurance as to the adequacy of controls in place. MoJ internal Audit will have a role in providing this assurance to MoJ A/c Officer.
 - A relationship also exists between the Chairs of the MoJ and OLC Audit & Risk Committee.
 - There needs to be a clear accountability in the roles and responsibilities of each and this should not be confused by too many

people trying to perform multiple roles.

- Any request from MoJ Internal Audit to attend the OLC Audit and Risk Committee cannot be agreed to by the OLC CEO and must be addressed to the Chair.
5. The members of the Audit and Risk Committee may be called on by the Board to advise the executive on certain key matters and provide comfort to the board that scrutiny has been carried out.
- This should be event-driven at the point of decision, especially during the implementation phase and will include key events such as:
 - i. Review of Budget
 - ii. IT Business Case
 - iii. Establishment of Accounting policies
 - iv. Major Financial Commitments.
 - Members advising on such matters will do so on the basis of ad-hoc committees established for the specific purpose and ensuring that the role of the Audit and Risk Committee is not compromised by involving itself in operational issues.
6. The implementation phase of the project may require that the Audit and Risk Committee cycle be organised to coincide with key finance and other decisions.
7. Within the Financial Control framework, high level risks should be reviewed by the Board and the Audit and Risk Committee should consider the effectiveness of the procedures in place to identify and review risks.

The risk function will be owned by the Board Secretariat, which will ensure that it is properly aligned with planning and compliance functions.

8. There is an urgent need to push for the rapid engagement of both internal and external audit functions, which have not been very proactive to date. Interim COO to chase up engagement and development of work plans for 2010 and 2011
9. The Statement of Internal Control will be a key document to be signed by the A/c officer at year end. The Chair indicated that current thinking is tending to move

away from standard boilerplate statements towards more customised approached. The Chair will get some examples for review

10. Works should now being on templates for the Annual Report. LSB will be approached for an example for review.
11. Timetable and agenda for the Audit and Risk Committee were reviewed and will be issued for the remainder of the rest of the year by the Board Secretariat
12. The next meeting will be held in April 2010, date to be confirmed.

Nyall Farrell
Interim COO