

**Minutes of the fourteenth meeting of the
Office for Legal Complaints Audit and Risk Committee
Monday 18 June 2012
09.30am – 11.15am
Junction room, 5th Floor, Baskerville House, Birmingham**

Present:

Tony Foster, Chair
Professor Mary Seneviratne, member
Karen Silcock, member

In attendance:

Adam Sampson, Chief Ombudsman
Rob Hezel – Director of Finance and Business Services
Annabel Ellin, KPMG
Paul Partridge, Head of Finance
Sajid Rafiq, NAO – Via conference facility

Observing:

Chris Kenny, Chief Executive, Legal Services Board

Committee Secretary:

Andy Taylor

Apologies:

John Ward, KPMG.

Preliminary issues:

The quorum requirements for the Committee meeting were met; no conflicts of interest were declared.

Item 1 – Welcome and apologies:

1. The Chair welcomed those in attendance, and noted the apologies received in respect of John Ward.

Item 2 – Minutes of previous meeting:

2. The minutes of the meeting of 14 May 2012 were approved for publication.

Item 3 – Matters arising & action points:

3. The Committee Secretary presented the outstanding action points and progress reports from previous Audit & Risk Committee meetings (Annex B). The committee noted that a number of outstanding action points had been completed since the last committee meeting, or were included within the agenda.

Item 4 – Chair’s oral update:

4. The Chair confirmed that there were no issues which needed to be brought to the attention of the Committee.

Item 5 – Review of the Corporate Risk Register:

5. Members noted the risk register and suggested that a discussion in respect of the structure of the report should be included in “risk appetite” section of the OLC strategy meeting in September.

ACTION

- The Head of Compliance to include time for discussion about the risk register structure at the OLC strategy meeting in September.

Item 6 – Review of draft Governance Statement:

6. Members noted the revised draft of the governance statement and approved the content subject to further minor amendments being made. The External auditors confirmed comments previously made had been included in the tabled version.

ACTION

- The Head of Compliance to update the governance statement as requested.

Item 7 – Approval of the 2011/12 OLC accounts:

7. Members noted the accounts in the current draft of the 2011/12 OLC Annual Report and approved them for presentation to the OLC.
8. Members expressed their thanks to the Finance Team for the efficient production of the required information.

Item 8 – Review of data security breaches:

8. The Head of Compliance advised members there had been no incidents reported since the last meeting

Item 9 – Audit and Risk Committee Annual Report

9. Members noted the revised committee annual report and subject to minor changes approved the report for submission to the OLC.

Item 10 – External Audit Reports:

10. Sajid Rafiq, NAO presented the audit completion report and provided members with a summary of their observations and minor recommendations following the 2011/12 audit process. Members noted the recommendations and the Executive confirmed these were being addressed.

Item 12 – Internal Audit Reports:

11. KPMG presented an internal audit report and updated members with the findings of the recent health and safety review along with management responses. Although the review was graded as 'weak', KPMG confirmed this was due to the aggregation of a number of issues rather than any specific issue. Members were content with the management response and progress will be reported in later reports from the Director of Finance and Business Services

Item 13 – Any Other Business:

13. Members noted the suggested meeting dates for 2013 and agreed these should be re-aligned to match the OLC meeting schedule.
14. The next meeting of the committee will take place on 22 October 2012 in Birmingham.

ACTION

- The Secretary to re-align the proposed 2013 committee meeting dates in order that audit and risk committee meetings take place on the same day as the main OLC meeting.

Andy Taylor - Committee Secretary
20 June 2012.