

**Minutes of the seventeenth meeting of the
Office for Legal Complaints Audit and Risk Committee
Monday 20 May 2013
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 – Chief Operating Officer
Paul Partridge, Head of Finance
Andy Sayers, KPMG
Clare Forbes, KPMG
Amelia Robertson, NAO
Emily Simpson, NAO
Andy Taylor, Head of Compliance

Observing:

Chris Kenny, Chief Executive Legal Services Board

Committee Secretary:

Steve Glynn

Apologies:

Sajid Rafiq, NAO

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 Sajid Rafiq, NAO.

Item 2 – Minutes of previous meeting:

2. The minutes of the meeting of 22 April 2013 were approved for publication, subject to a minor typographical amendment.

Item 3 – Matters arising & action points:

3. The Head of IT to circulate a paper in relation to Risk 139. It was noted that the additional outstanding matter (amended version of the Anti-Fraud and Corruption Policy) would be tabled for the 21 October 2013 meeting.

ACTION

The Head of IT to circulate a paper to the Committee with a detailed summary and update in relation to Risk 139 – Failure of the External IT provision.

Item 4 – Review of Corporate Risk Register:

4. The Head of Finance presented the updated ‘Risk Register,’ and the committee were informed of applicable live and new issues. In addition it was noted that, the remainder of the operational risk was within tolerance.

Item 5 – Health and Safety Annual Report:

5. The Chief Operating Officer presented the Health and Safety Annual Report and it was noted that all issues previously identified during audit had been completed. LeO as an organisation posed a ‘low risk environment,’ with a good degree of staff awareness and a positive attitude to risk.

ACTIONS

The Chief Operating Officer to ensure that job titles / named individuals populate the ‘Governance,’ section of the Health and Safety Annual Report; and

The Chief Operating Officer to include the Health and Safety Annual Report in his quarterly report to the OLC Board.

Items 6 / 10 – Internal Audit Aggregated Report:

6. The Head of Finance presented a summary of internal audit findings as of May 2013 and it was noted that no major issues had been identified.

Item 7 – Review of Data Security Breaches:

7. The Head of Compliance informed the committee that there had been no reported data security breaches since the previous committee meeting.

Item 8 – 2012 – 13 Committee Annual report and 2012 – 13 / Terms of Reference:

8. The Head of Compliance / Chair presented the 2012 – 13 Committee Annual Report and Terms of Reference, following a discussion of minor amendments they were approved and recommended to the OLC Board.

Item 9 – 2012 – 13 Annual Report and Accounts (including: Governance Statement):

9. The Head of Finance presented the Annual Report and Accounts which were approved and recommended to the OLC Board.

Item 10 – External Audit Report:

10. The NAO presented the 'Audit Completion Report (including Management Letter) on the 2012 – 13 financial statement audits. It was noted that two identified misstatements in relation to IT infrastructure had been raised by NAO; LeO management told the committee of their preference for earlier write down of these assets. The committee decided that it was a matter of judgement, the amounts were not material and they were content that the misstatements should remain unadjusted.

Item 11 – Consider Accounting Issues; policy papers, “Dear Accounting Officer,” and other Management Letters:

11. None identified.

Item 12 – Internal Audit Update:

12. Andy Sawyer, KPMG provided the committee with overview of the 'Annual Report and Opinion 2012 / 13, and two finalised reports (Performance Reporting to the Board and Assurance Opinion for 2012 / 13).

Item 13 – Any other Business:

13. A private meeting was scheduled to directly follow this meeting between the Committee and Internal / External Auditors;
14. Members and those in attendance wished to officially place on record their thanks and appreciation for the work and guidance of the outgoing Chair, Mr Tony Foster.
15. The next meeting of the committee will take place on 21 October 2013 in Birmingham.

Steve Glynn - Committee Secretary
22 May 2013.