

**Minutes of the eighth meeting of the
Office for Legal Complaints Audit and Risk Committee**

Monday 16 May 2011

10.00am – 11.15am

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

Present:

Brian Woods-Scawen, Chair
Professor Mary Seneviratne, member
Tony Foster, member

In attendance:

Adam Sampson, Chief Ombudsman
Rob Hezel, Director of Finance and Business Services
Paul Partridge, Head of Finance
Andy Taylor, Head of Compliance
Paul Ward, KPMG
Annabel Ellin, KPMG
Sajid Rafiq, NAO
Sarah Lawrence, NAO

Observing:

Chris Kenny, Chief Executive, Legal Services Board

Committee Secretary:

Steve Glynn

Apologies:

Madeline Dugmore, 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 confirmed that apologies had been received from Madeline Dugmore, NAO, with Sarah Lawrence, NAO, deputising.

Item 2 – Minutes of previous meeting:

2. The minutes of the meeting of 11 April 2011, were approved for submission to the OLC.

Item 3 – Matters arising & action points:

3. The Head of Compliance 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 update:

4. The Chair confirmed that the main purpose of the meeting was to offer the committee the opportunity to discuss and where applicable approve the draft A&RC annual report, statement of internal control; self assessment document and draft annual report and accounts.

Item 5 – Draft A&RC annual report:

5. The committee discussed the general content of the report, which would be further discussed at the OLC Board meeting on 16 May 2011. Chris Kenny, Chief Executive, Legal Services Board, confirmed that the finalised report would be required to be submitted to the LSB in due course.

Item 6 – Statement of Internal Control (SIC):

6. The Director of Finance and Business Services presented the statement of internal control (SIC) and members and those in attendance approved the format of the document. The Chair requested a separate meeting to be arranged with the Head of Finance and Business Services and Chief Ombudsman in order to confirm the final content before inclusion with the main report.

ACTION

- The Director of finance and Business Services to arrange a meeting with the Chair of the committee and the Chief Ombudsman to discuss the content of the SIC.

Item 7 – Draft OLC annual report and accounts:

7. The Director of Finance and Business Services presented the draft OLC annual report and accounts and it was noted that the paper would be further discussed at the OLC board on 16 May 2011. A number of minor amendments were proposed and would be considered / implemented in due course.

ACTION

- The Director of Finance and Business Services to circulate any substantive amendments made to the annual report and accounts electronically to the committee for comment.

Item 8 – Internal Audit progress reports:

8. KPMG presented an internal audit progress report summarising the findings of two completed reviews: Governance and Risk Management and Data Security.

ACTION

- The Head of Compliance to brief future A&RC meetings in relation to all reported data security breaches and remedial action taken.

Item 9 – Any other business:

9. No additional matters were raised.

Steve Glynn - Committee Secretary
18 May 2011