

**Minutes of the sixteenth meeting of the  
Office for Legal Complaints Audit and Risk Committee  
Monday 22 April 2013  
09.30am – 11.15am  
Junction room, 5<sup>th</sup> Floor, Baskerville House, Birmingham**

**Present:**

Tony Foster, Chair  
Professor Mary Seneviratne, 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:**

Karen Silcock, member

**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 Karen Silcock, member who had provided written comments on the tabled papers for the benefit of the committee. The Chair volunteered to assist the committee by feeding in Ms Silcock's comments at salient times.

**Item 2 – Minutes of previous meeting:**

2. The minutes of the meeting of 22 October 2012 were approved for publication, subject to a minor amendment in relation to Agenda item 8 as raised by NAO.

**Item 3 – Matters arising & action points:**

3. The Head of Compliance presented the outstanding action point and progress report from the 22 October 2012 Committee meeting (Annex B). The committee noted that the outstanding action point had been completed.

**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.

**ACTION**

The Head of Finance to provide the committee with a detailed summary and update in relation to risk 159 – Failure of the external IT provision, at the 20 May 2013 meeting.

**Item 5 – Review of Anti Fraud and Corruption Policy:**

5. The Head of Compliance to consider / incorporate the comments provided by Karen Silcock, member contained within the appendix to her written comments on the tabled papers.

**ACTION**

The Head of Compliance to re-table an amended version of the policy for 20 May 2013 Committee.

**Item 6 – Internal Audit Aggregated Report:**

6. The Head of Finance presented a summary of internal audit findings as of January 2013 and it was noted that no major issues had been identified. In addition it was noted that additional work had been undertaken when operational risk had been identified.

**Item 7 – Review of Data Security Breaches:**

7. The Head of Compliance presented the committee with an update of data security breaches and remedial action taken.

**Item 8 / 11 – Draft Annual Report and Accounts:**

8. The Head of Compliance presented the Draft Audit and Risk Committee Report and Terms of reference. A number of minor amendments were suggested in relation to the content.

**Item 9 – Review of LeO’s financial authority and financial control framework:**

9. The Head of Finance presented an oral update of the on LeO’s financial authority and control framework.

**Item 10 – Governance Statement:**

10. The Head of Finance presented a first draft of the 2012/13 governance statement and a number of minor amendments were discussed.

**Item 11 – Draft Annual Report and Accounts:**

11. Please see Agenda item 8 above.

**Item 12 – Internal Audit Update:**

12. Andy Sawyer, KPMG provided the committee with overview of papers presented by KPMG, namely: 2012/13 ‘Draft,’ Internal audit Annual Report, Audit Committee Progress Report, Internal Audit Plan, and two finalised reports (Managed Service IT Infrastructure and Governance).

**Item 13 – External Audit Update:**

13. No paper was tabled, but it was noted that following the interim audit, the final external audit was to commence as of 22 April 2013 and run for two weeks. The subsequent results of which would be presented to the 22 May 2013 Committee.

**Item 14 – Any Other Business:**

14. The Head of Finance circulated a depreciation policy review document for the attention of the committee.
15. The Committee discussed the need for the scheduled meeting of 17 June 2013, in light of the formal OLC committee meeting and concurred that it should be cancelled, with the provision that consideration is given to bringing forward the 21 October 2013 meeting.
16. The next meeting of the committee will take place on 20 May 2013 in Birmingham.

Steve Glynn - Committee Secretary  
24 April 2013.