

**Minutes of the 25th Meeting of the Governance and Audit Committee
held on Wednesday 11th June 2014 at 1.00 pm,
in Public Health Agency Conference Rooms,
12-22 Linenhall Street, Belfast, BT2 8BS**

PRESENT:

Mrs Julie Erskine	(Chair)
Mr Brian Coulter	Non-Executive Director
Mrs Miriam Karp	Non-Executive Director
Mr Thomas Mahaffy	Non-Executive Director
Alderman Paul Porter	Non-Executive Director

IN ATTENDANCE:

Dr Eddie Rooney	Chief Executive, PHA
Mr Edmond McClean	Director of Operations, PHA
Miss Rosemary Taylor	AD Planning & Operational Services, PHA
Mr Paul Cummings	Director of Finance, HSCB
Mr Simon Christie	AD Finance, HSCB
Mr Martin Pitt	Pricewaterhouse Coopers
Mr David Charles	Internal Audit, BSO
Mr Craig Morrow	Northern Ireland Audit Office
Mr Mark Anderson	Sponsor Branch, DHSSPSNI
Mrs Cathy McAuley	Secretariat

APOLOGIES:

Ms Dorinna Carville	Northern Ireland Audit Office
Mr Gary Christie	Northern Ireland Audit Office
Mrs Catherine McKeown	Internal Audit, BSO

42/14 | Item 1 – Welcome and Apologies

Mrs Erskine welcomed everyone to the meeting and noted apologies.

43/14 | Item 2 – Declaration of Interests

Mrs Erskine asked if anyone had any interests to declare relevant to any items on the agenda. None were declared.

44/14 Item 3 – Chair’s Business

Mrs Erskine welcomed Mr Paul Cummings and Mr Craig Morrow to the meeting.

Mrs Erskine advised following a meeting with Mr Hugh McPoland, Mr Coulter would correspond with Mr David Bingham, Chief Executive, BSO inviting him to a future meeting of the GAC committee.

Mr Coulter

26/14 Item 4 – Minutes of the GAC Meeting held on 5 December 2014

Members agreed the minutes of the GAC meeting held on 6 February 2014 as an accurate record of the meeting subject to two minor typing amendments on page 3.

27/14 Item 5 – Matters Arising

32/14: Mr McClean advised the MOU between PHA and HSCB had been developed and signed.

28/14 Item 6 – Head of Internal Audit Report for year ended 31 March 2014

Mr Charles presented the HIA Annual Report for noting and gave a verbal summary of the report. The report included the priority 1 and priority 2 weakness identified. A satisfactory level of assurance was provided and all recommendations were accepted by management.

Mr Charles advised that a limited level of assurance had been provided to the management of contracts for voluntary and community organisations. Mr Charles said that Internal Audit did recognise that the PHA had put a process in place to ensure a rolling programme of procurement over the next 3 years.

Alderman Porter referred to management of contracts for voluntary and community organisations and enquired about the mechanisms for highlighting the programme of work on behalf of the PHA.

Mr Charles responded by saying that all the community groups were advised in advance that audits would be carried out.

Dr Rooney highlighted to the committee the importance of good governance amongst the community and voluntary sector, he added that the management response was to ensure that all the recommendations were implemented and the actions taken.

Alderman Porter referred to the funding released to one voluntary organisation under the MARA project and questioned the gap in the expenditure.

Dr Rooney responded by saying that this service had been a new development. He added that this particular issue had escalated to AMT and that investigations had been carried out and appropriate actions taken.

Mr McClean assured members that whilst there were pressures on the procurement system, an action plan had been developed and implemented to address capacity issues.

Members noted the report.

29/14 Item 7 - Annual Accounts Including Governance Statement and Annual Report

Mr McClean presented the PHA Annual Report 2013/14 and the Governance Statement to members for recommendation for PHA board approval.

Members recommended the report and the governance statement for board approval.

Mr McClean

Mr Christie presented the PHA Accounts for the year ended 31 March 2014 and summarised the report to

	members.	
	Members recommended the report for PHA board approval.	Mr Christie
30/14	<p>Item 8 - External Auditor's report to those charged with Governance</p> <p>Mr Pitt presented the draft report to those charged with Governance to members for noting and gave a verbal summary of the report including the key risks identified in the audit strategy.</p> <p>It was noted that there were 4 priority 1 findings;</p> <ul style="list-style-type: none"> • Reliance on third party organisations • Payroll information • BSO Shared Services Centre • Supplier amendments to standing data <p>During discussion regarding 'reliance on third party organisation' Alderman Porter requested; section (c); Prompt payment, is amended to reflect the PHA's position.</p> <p>Members raised their concerns surrounding the new BSO shared services systems.</p> <p>Mr Pitt responded by acknowledging members concerns and further highlighted that the BSO shared services system was a new system.</p> <p>Dr Rooney assured members he would raise the committee's concerns at the PHA End of Year Assurance and Accountability Review meeting 18 June 2014.</p> <p>Members noted the report.</p>	
31/14	<p>Item 9 – Annual meeting with Auditors (External and Internal) without officers present.</p> <p>Officers left the room for this part of the meeting.</p>	
32/14	<p>Item 10 - Corporate Risk Register as at 31 March</p>	

2014

Mr McClean presented the Corporate Risk Register for approval. He confirmed 2 risks had been de-escalated to the Operations Directorate Risk Register;

- CR18, Ensuring continuity of website communication
- CR29, Implementation of new Information Management Controls Assurance Standard.

Members recommended the report for PHA board approval.

Mr McClean

33/14 Item 11 – Single Tender Action for Goods and Services Procurement 2013/14

Mr McClean presented an update on the use of “Single Tender Actions” for Goods and Services Procurement.

Members noted the report.

34/14 Item 12 - Items to be brought to the PHA Board

- Annual Accounts Including Governance Statement and Annual Report
- PHA Corporate Risk Register as at 31 March 2014

35/14 Item 13 – Date of next meeting

Date: | To Be Confirmed

