

DEPARTMENTAL AUDIT COMMITTEE**AGENDA FOR MEETING ON 13 MARCH 2013 AT 2.00 PM IN
CONFERENCE ROOM A, NETHERLEIGH: MEETING EXPECTED TO
LAST APPROXIMATELY 3 HOURS**

1. Chairman's introduction. (verbal - Chairman) *Time 5 minutes.*
2. Declaration of any issues that might give rise to a real or perceived conflict of interest (Chairman). *Time 5 minutes.*
3. Approval of minutes of previous meeting on 12 December 2012. (Chairman – minutes attached). *Time 5 minutes.*
4. Summary of progress on matters raised by Departmental Audit Committee at its previous meetings (Chairman – schedule attached) *Time 10 minutes*
5. Reports to Those Charged with Governance received since last meeting (papers attached – Colette Kane) *Time 10 minutes*
6. Progress on implementation of PAC recommendations – BTI (paper attached – Trevor Cooper) *Time 10 minutes*
7. The European Sustainable Competitiveness Programme Northern Ireland 2007 – 13:
 - Annual Control Report & Annual Opinion 2012 including 2013 Programme of Work (papers attached – Jackie Connolly) *Time 10 minutes*
 - Update on the DG Regional Policy Follow-up of the Court of European Auditors Final Report (papers attached - Jackie Connolly) *Time 10 minutes*
8. Internal Audit – Update Report – progress on IAS plans for DETI, Invest NI and NITB; update on brought forward recommendations; and limited opinions (paper attached – Elaine Dolan) *Time 20 minutes*
9. Internal Audit – Proposed DETI Internal Audit Plan 2013/14; and consideration of any areas which should be included in NDPB internal audit programmes (paper attached – Elaine Dolan) *Time 10 minutes*
10. Internal Audit – Public Sector Internal Audit Standards (paper attached – Elaine Dolan) *Time 5 minutes*
11. Outcome of Review of Corporate Risks by Departmental Board at its 19 February 2013 meeting and DETI Risk Management Report for QE 31 December 2012 (paper attached – Terry Coyne) *Time 10 minutes*
12. Summary of Direct Award Contracts (also known as Single Tender Actions) (paper attached – Trevor Cooper) *Time 10 minutes.*

13. NDPB and Cross Border Bodies updates on key Accountability issues (papers attached – Iain McFarlane) *Time 15 minutes*
14. NIAO Audit Strategy for 2012-13 Resource Accounts (paper attached – Colette Kane) *Time 10 minutes*
15. NIAO Reports (verbal update – Colette Kane) *Time 5 minutes*
16. Investigations (verbal update – Iain McFarlane) *Time 5 minutes*
17. Guidance issued since last meeting (paper attached – Terry Coyne) *Time 5 minutes*
18. Theft/Fraud Notifications (verbal update – Elaine Dolan) *Time 5 minutes*
19. 2011/12 Fraud Report (paper attached – Terry Coyne) *Time 5 minutes*
20. National Fraud Initiative 2012/13 (verbal update – Terry Coyne) *Time 5 minutes*
21. Forward Look at Business for Next Meeting (Forward Work Plan attached – Chairman) *Time 5 minutes*
22. AOB

**SUMMARY OF PROGRESS ON MATTERS RAISED BY DEPARTMENTAL
AUDIT COMMITTEE AT ITS PREVIOUS MEETINGS**

12 DECEMBER 2013 DAC				
NO	ISSUE	ACTION POINT	ACTION BY	CURRENT STATUS
1.	Outstanding actions arising from meetings prior to 12 December 2013.	<p>DAC to be updated on the progress of draft interreg IIIA Report</p> <p>DAC to be updated on preparations for Clear Line of Sight within the Department, NDPBs and Cross-Border Bodies</p> <p>IAS follow up review of NITB procurement will take place Jan 2013 and a full review in July/August.</p> <p>Review of Departmental Gifts and Hospitality Policy to take Bribery Act 2010 into account.</p>	<p>Elaine Dolan</p> <p>David Conliffe/Colette Kane</p> <p>Elaine Dolan</p> <p>Terry Coyne</p>	<p>Elaine Dolan to provide verbal update.</p> <p>Verbal updates to be provided when there are developments to report.</p> <p>Elaine Dolan to provide verbal update.</p> <p>Terry Coyne to provide verbal update.</p>
2.	Audit Committee Effectiveness Review	Final progress report to be provided for the 29 May 2013 Meeting.	Terry Coyne	To be provided at 29 May meeting.

NO	ISSUE	ACTION POINT	ACTION BY	CURRENT STATUS
3.	Reports to Those Charged with Governance	A reference to Departmental Directions is to be included in the Management Statement and Financial Memorandum (MSFM) for NITB.	Terry Coyne	Actioned The MSFM is in draft form and includes such a reference.
4.	Bioscience and Technology Institute	Committee to continue to monitor progress on implementation of recommendations.	Committee and Secretariat	Actioned See Agenda Item 6.
5.	European Sustainable Competitiveness Programme	Annual Control Report and Annual Opinion 2012 to be finalised and submitted to Commission.	Jackie Connolly	Actioned See Agenda Item 7.

NO	ISSUE	ACTION POINT	ACTION BY	CURRENT STATUS
6.	Internal Audit Progress against Plan.	<p>IAS to keep resource position under review.</p> <p>IAS to report back to committee on whether a target is in place for management responses to draft internal audit reports.</p>	Elaine Dolan	<p>Resources reviewed and reported in Revised Internal Audit Plan. Position will be kept under review and issues reported via DAC progress reports.</p> <p>A target is not currently in place for management responses to draft internal audit reports. IAS will liaise with management to agree a Departmental wide target for 2013-14 onwards.</p>
7.	Corporate Risk Register	Revised Corporate Risk Register (reflecting a reduction in the number of Corporate Risks) to be drafted by Mid December	Departmental Board	Actioned See Agenda Item 11.