

**DEPARTMENTAL AUDIT COMMITTEE****AGENDA FOR MEETING ON 4 DECEMBER 2013 AT 2.00 PM IN  
CONFERENCE ROOM A, NETHERLEIGH: MEETING EXPECTED TO LAST  
APPROXIMATELY 2 HOURS 55 MINUTES**

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. Northern Ireland Tourist Board: Progress on implementation of Governance Action Plan (Duncan McCausland and NITB representatives – paper attached) *Time 20 minutes.*
4. Approval of minutes of previous meeting on 2 October 2013 (Chairman – minutes attached) *Time 10 minutes.*
5. Summary of progress on matters raised by Departmental Audit Committee at its previous meetings (Chairman – schedule attached) *Time 10 minutes.*
6. The European Sustainable Competitiveness Programme Northern Ireland 2007 – 13: 2013 Programme of Work in support of the 2013 Annual Opinion (paper attached – Jackie Connolly) *Time 10 minutes.*
7. DETI Report to Those Charged with Governance (paper attached – Iain McFarlane) *Time 5 minutes.*
8. Summary of Single Tender Actions for six months to 30 September 2013 (paper attached – Trevor Cooper) *Time 10 minutes.*
9. BTI – progress on implementation of PAC recommendations (paper attached – Iain McFarlane) *Time 5 minutes*
10. Internal Audit – Progress on IAS programmes for DETI, Invest NI and NITB; update on brought forward recommendations; and limited opinions (paper attached – Elaine Dolan) *Time 15 minutes.*
11. Internal Audit – Internal Quality Assessment (paper attached – Elaine Dolan) *Time 10 minutes.*
12. Update on Corporate Risk Register and DETI Divisional Risk Management Report for Quarter Ended 30 September 2013 (paper attached – Terry Coyne) *Time 10 minutes.*
13. Six Monthly Assurance Statements Report for six months ending 30 September 2013 (paper attached – Terry Coyne) *Time 10 minutes.*
14. NDPB and Cross Border Bodies updates on key Accountability issues (papers attached – Iain McFarlane) *Time 10 minutes.*

15. Presbyterian Mutual Society (verbal update – Trevor Cooper) *Time 10 minutes*
16. NIAO Reports (verbal update – Colette Kane) *Time 5 minutes.*
17. Investigations (verbal update – Iain McFarlane) *Time 5 minutes.*
18. Guidance issued since last meeting (paper attached – Terry Coyne) *Time 5 minutes.*
19. Theft/Fraud Notifications (verbal update – Elaine Dolan) *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

## DAC Agenda Item 5

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

<b>Meetings Prior to 26 June 2013</b>				
<b>NO</b>	<b>ISSUE</b>	<b>ACTION POINT</b>	<b>ACTION BY</b>	<b>CURRENT STATUS</b>
1.	Outstanding actions arising from meetings prior to 26 June 2013 meeting.	A full follow up review of NITB procurement will take place in January / February 2014.  Review of Departmental Gifts and Hospitality Policy to take Bribery Act 2010 into account.	Elaine Dolan  Terry Coyne	Scheduled for February 2014.  Consolidated guidance drafted and internal consultation taking place. Terry Coyne to provide verbal update.
<b>Meeting on 26 June 2013</b>				
2.	Report to Those Charged with Governance (RTTCWG)	Management responses to be provided to RTTCWG recommendations and accepted recommendations to be implemented.	David Conliffe and others.	Iain McFarlane to provide Committee with progress report on implementation (see agenda item 7).

<b>Meeting on 26 June 2013 (continued)</b>				
3.	Test Drilling of Economic Appraisals and Post Project Evaluations.	Accountability and Casework Branch to oversee the implementation of recommendations arising from the 2012-13 Test Drilling review.	Iain McFarlane	Ongoing
4.	Governance Statement	DETI Governance Statement to be benchmarked against other departments' statements when they are published.	Terry Coyne	Ongoing
<b>Meeting on 2 October 2013</b>				
5.	Information Security	Written report on Information Security to be referenced in the Forward Work Plan rather than the DAC Schedule.	Terry Coyne	<b>Actioned</b> (see agenda item 21)
6.	NITB Governance Action Plan	Invitation to Duncan McCausland to attend 4 December 2013 DAC to be provided to the Chairman.	Terry Coyne	<b>Actioned</b> (see agenda item 3)
7.	DG Regional Policy follow up on European Court of Auditors report.	As all matters have been addressed remove reference to this issue from future agendas.	Terry Coyne	<b>Actioned</b>

<b>Meeting on 2 October 2013 (continued)</b>				
8.	BTI – PAC Report	DAC to continue to monitor progress on implementation of outstanding recommendations. Recommendations to be removed from Implementation Plan once DAC has been informed that they are complete.	Iain McFarlane	Ongoing (see agenda item 9)
9.	IAS Issues	IAS resources to be kept under review and update to be provided to 4 December meeting of DAC.	Elaine Dolan	<b>Actioned</b> (see agenda item 10)
10.	IAS Issues	Paper on Internal Quality Assessment to be provided to 4 December meeting of DAC.	Elaine Dolan	<b>Actioned</b> (see agenda item 11)
11.	Risk Management	Risks around the possibility of judicial review to be brought to the attention of Departmental Board in the context of the Corporate Risk Register.	Terry Coyne	<b>Actioned</b> (Departmental Board noted the possibility of judicial reviews)
12.	DAC Effectiveness	DAC Chairman to confirm that appraisals of DAC members have been completed.	Chairman	<b>Actioned</b> Appraisals completed
13.	Minutes of 26 June 2013	Amendment to paragraph 11 of minutes.	Secretariat	<b>Actioned</b> Amended minutes circulated