

**DEPARTMENTAL AUDIT COMMITTEE****AGENDA FOR MEETING ON 28 MAY 2014 AT 2.00 PM IN CONFERENCE ROOM A, NETHERLEIGH: MEETING EXPECTED TO LAST APPROXIMATELY 3 HOURS 5 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. The European Sustainable Competitiveness Programme 2007 – 13:
  - 2013 Annual Control Report and Opinion
  - 2014 Programme of Work (paper attached - Jackie Connolly)  
*Time 5 minutes*
4. Information Security (paper attached - Pat Cunningham) *Time 5 minutes.*
5. Approval of minutes of previous meeting on 5 March 2014. (Chairman – minutes attached). *Time 5 minutes.*
6. Summary of progress on matters raised by Departmental Audit Committee at its previous meetings (Chairman – schedule attached) *Time 10 minutes*
7. Progress on implementation of PAC recommendations – BTI (paper attached – Iain McFarlane) *Time 5 minutes*
8. Internal Audit – Annual Report & Opinion (paper attached – Elaine Dolan) *Time 20 minutes*
9. Internal Audit – Proposed DETI Internal Audit Plan 2014-15 (paper attached – Elaine Dolan) *Time 10 minutes*
10. Outcome of Review of Corporate Risks by Departmental Board at its 20 March 2014 meeting and DETI Risk Management Report for QE 31 March 2014 (paper attached – Terry Coyne) *Time 10 minutes*
11. Six Monthly Assurance Statements as at 31 March 2014 (paper attached – Terry Coyne) *Time 10 minutes*
12. NDPB and Cross Border Bodies updates on key Accountability issues (papers attached – Iain McFarlane) *Time 10 minutes*
13. Test Drilling of Economic Appraisals and PPEs (paper attached - Iain McFarlane) *Time 5 minutes*

14. Summary of Direct Award Contracts (Single Tender Actions) for six months to 31 March 2014 (paper attached – Trevor Cooper) *Time 10 minutes.*
15. Departmental Audit Committee Annual Report to Departmental Board (paper attached – Chairman) *Time 10 minutes*
16. Annual Review of Corporate Governance Arrangements: Compliance with 2013 Corporate Governance Code (paper attached – Terry Coyne) *Time 10 minutes*
17. Draft Governance Statement 2013-14 (paper attached – Terry Coyne) *Time 10 minutes*
18. Draft Resource Accounts 2013-14 (paper attached – David Conliffe) *Time 15 minutes*
19. Presbyterian Mutual Society (paper attached – Iain McFarlane) *Time 5 minutes*
20. NIAO Reports (verbal update – NIAO Representatives) *Time 5 minutes*
21. Investigations and Theft/Fraud Notifications (paper attached – Iain McFarlane/Elaine Dolan) *Time 5 minutes*
22. Guidance issued since last meeting (paper attached – Terry Coyne) *Time 5 minutes*
23. Forward Look at Business for Next Meeting (Forward Work Plan attached – Chairman) *Time 5 minutes*
24. AOB

**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  Iain McFarlane	<b>Actioned.</b> Fieldwork completed and report being drafted.  Updated guidance on gifts and hospitality prepared.
<b>Meeting on 26 June 2013</b>				
2.	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 (see Agenda Item 13)
<b>Meeting on 2 October 2013</b>				
3.	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 7)

<b>Meeting on 4 December 2013</b>				
4.	NITB: Progress on Implementation of Governance Action Plan	Revert to DAC when agreement on procurement issues has been reached with Central Procurement Directorate (CPD).	Trevor Cooper	Ongoing Familiarisation Visits procedures agreed with NITB and CPD. Meeting arranged with CPD to sign off approach to “non-procurement” grant and in particular decision aid on what would and would not constitute procurement .
5.	Internal Audit: Progress Report	Provide David Sterling with details of outstanding DETI IAS recommendations.	Elaine Dolan	<b>Actioned.</b> Details provided May 2014.
6.	Internal Audit: Internal Quality Assessment	Further report to be provided to DAC once actions have been implemented.	Elaine Dolan	Ongoing – scheduled for Autumn 2014 DAC
<b>Meeting on 5 March 2014</b>				
7.	Report to Those Charged with Governance	Continue to work towards finalisation of Invest NI and NITB MSFMs.	Iain McFarlane	NITB MSFM has been approved by DFP and was signed on 24 March 2014. Invest NI MSFM with Senior Management for consideration.

8.	Business Planning	Ensure that targets relating to the avoidance of limited internal audit opinions do not appear in the business plans of DETI and its NDPBs.	David Sterling and DETI Senior Management Team	<b>Actioned</b> No such targets will appear in 2014-15 Business Plans.
9.	Internal Audit	Draft internal audit plan for 2014-15 to be finalised and issued to Audit Committee members.	Elaine Dolan	<b>Actioned</b> (see Agenda Item 9)