

**Minutes of the VSS Audit and Risk Committee**  
**Wednesday, 5 December 2018, 11am**  
**Seatem House, Belfast**

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**ARC Members Present:**

Bertha McDougall (BMcD)	Board Member (Acting Chair)
Richard Solomon (RS)	Board Member
David Reid (DR)	ARC Member (Dialled In)

**VSS Officers in Attendance:**

Margaret Bateson (MB)	CEO and Accounting Officer
Andrew Walker (AW)	Head of Corporate Services
Tara Lewsley (TL)	Finance and Governance Manager
Lizzy Graham (LG)	Governance Officer (Minutes)

**Other Officers in Attendance:**

Marie Matthews (MM)	TEO
Thomas Wilkinson (TW)	NIAO (External Audit)
Emma Bolton (EB)	NIAO (External Audit)

**Apologies:**

Colm Doran (CD)	ARC Chair
Pauline Poots (PP)	Ernst & Young (Internal Audit)

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**A Apologies**

Apologies were received from CD and PP.

**Welcome and Introductions**

Prior to the meeting commencing, AW confirmed that letters of extension of term for a further 12 months had been issued from TEO to BMcD and RS (previous term had expired on 4 December 2018). The ARC could therefore be considered quorate and BMcD eligible to act as Chair in CD's absence.

**B Minutes of Previous Meeting**

B1 The minutes of 18 October 2018 were agreed and adopted.

## **C External Audit Update**

BMcD invited NIAO to present the External Audit Update.

### **C1 2017-18 Report to Those Charged with Governance**

TW presented this report, thanking the VSS staff for their assistance and support in facilitating a smooth audit.

Committee noted the main findings and recommendations arising from the review. It was noted that Members challenged the Priority Rating assigned to the findings from the review in a number of areas, including the Verification of VSP Grant Claims where a number of immaterial items had resulted in a priority 2 recommendation. TW provided explanations as to NIAO's rationale for applying these ratings.

The ARC is content to note the Report, and will review the Management Responses at the next Committee Meeting in January. It was noted that management responses are currently being drafted and will be issued within the week.

MB thanked TL and AW for facilitating this audit.

### **C2 2017-18 Annual Report and Accounts**

MB presented this report advising the Committee that there had been no significant changes since the previous ARC meeting, other than the accounting adjustment detailed within the RTTCWG.

Following clarification of a small number of points it was noted that the Committee recommend that the VSS Board accept and approve the 2017-18 Annual Report and Accounts, to then be passed to the C&AG for certification.

BMcD expressed her thanks to the VSS staff for their contribution and hard work in progressing this review.

## **D Internal Audit Update**

AW provided a brief update regarding the Internal Audit progress.

### **D1 Internal Audit Report – Review of Clinical Risk Management**

Committee noted this paper, and discussed the recommendations with management.

## **D2 Internal Audit Report – Corporate Governance**

Committee noted this paper, specifically noting that the two recommendations have since been implemented in full.

## **E Any Other Business**

With no other business the meeting was closed.

## **F Date of Next Meeting**

The date of the next meeting is scheduled for Thursday 17 January 2019.