LIBRARIES NI

AUDIT AND RISK COMMITTEE

19 January 2011

Minutes of a meeting of the Audit and Risk Committee held in Antrim Library on Wednesday 19 January 2011 at 10.30 am.

PRESENT

Mr Alastair McDowell
Councillor J Rodgers
Ms Judith Andrews
Councillor C Casey
Ms Helen Roulston

Chairperson
Vice Chairperson

IN ATTENDANCE

Ms Irene Knox
Mr Terry Heron
Mr Brian Doherty
Mr Peter O'Sullivan

Chief Executive
Director of Business Support
Head of Internal Audit
Northern Ireland Audit Office

1. APOLOGIES FOR NON ATTENDANCE

Mr Alastair Hughes
Mr Denver Lynn

Head of Libraries Branch, Department of Culture, Arts and Leisure
Northern Ireland Audit Office

2. DECLARATIONS OF INTEREST

2.1 The Chairperson reminded Members and Officers of the need to declare any actual, potential or perceived conflicts of interest associated with any item on the agenda either now or at the relevant stage during the meeting. No interests were declared.

3. CHAIRPERSON’S BUSINESS

3.1 The Chairperson welcomed Members to the meeting and wished them a belated Happy New Year.

3.2 The Chairperson informed Members that the planned meeting with the Northern Ireland Audit Office did not take place but it was hoped that
the meeting would take place before the next meeting of the Audit and Risk Committee in March.

3.3 Members reviewed and agreed the draft Work Plan for future meetings of the Audit and Risk Committee during 2011.

3.4 Members noted the response from the Permanent Secretary, dated 8 November 2010, in relation to the timing of the Audit and Risk Committee’s review of the Quarterly Assurance Statement.

3.5 The Chairperson informed Members that he had discussed the Committee’s concerns about the security and storage conditions of the Rare Book Collection in Belfast Central Library with the Chairperson of the Services Committee, Mr Nigel Macartney. The Chairperson reported that Mr Macartney was content with the short-term measures that were in place in relation to the Collection but recognised the need for issues to be resolved in the medium to long term.

The Chief Executive reminded Members that the draft budget proposals did not contain an allocation for the planned major refurbishment of Belfast Central Library and that, accordingly, a revised strategy would need to be prepared in relation to the security and storage of the Rare Books Collection. She informed Members also that, for audit purposes, greater clarity was required in relation to the definition of a rare and/or valuable book or collection as different criteria had been applied by each of the Education and Library Boards.

Councillor Casey expressed concern that the rare and valuable books in Belfast Central Library were not held in conditions suitable for their preservation and asked how the collection was insured. The Chief Executive replied that Libraries NI was self-insured.

The Chairperson indicated that an urgent review of the risks associated with the Rare Books Collection in Belfast Central Library needed to be undertaken and proposed that a project be put in place to address this and other issues associated with the Collection. The Chairperson indicated also that he would raise this matter at the Board with a view to asking the Services Committee to take forward the proposal.

3.6 Councillor J Rodgers informed Members that he was aware that Board Members from Arms Length Bodies, such as Sports NI and the Arts Council, had been invited to meetings with the Minister to discuss the review of Arms Length Bodies that was being undertaken and enquired if a meeting had been arranged for Libraries NI. The Chief Executive reported that no such meeting had been arranged.
4. CHIEF EXECUTIVE’S BUSINESS

Procurement Guidance Note 02/10 – Single Tender Action
4.1 The Chief Executive informed Members that a DCAL Workshop in relation to Single Tender Actions was being held on Monday 24 January 2011. The Director of Business Support and the Finance Manager would attend. Issues to be raised at the workshop have been sent to DCAL in advance and a report will be brought back to Members.

Update to Managing Public Money – Internal Audit Arrangements
4.2 Members noted the letter from Fiona Hamill, Department of Finance and Personnel.

Issue at Lisburn Road Library
4.3 Members noted the report of the issue at the Lisburn Road Library. It was noted that an audit of this branch library would be carried out early in the next financial year.

HM Treasury Update to Government Internal Audit Standards
4.4 Members noted that another review had taken place of this document resulting in no major changes.

Letter from NIAO re Change in Financial Audit Director
4.5 Members noted the letter from Rodney Allen, Director of the Northern Ireland Audit Office stating that the responsibility for DCAL and its Arm Length Bodies would transfer to Denver Lynn with effect from 1 December 2010. Mr P O’Sullivan, NIAO, noted the apology from Mr Lynn for this meeting and indicated that he hoped to attend the March Audit and Risk Committee meeting.

Libraries NI Internal Audit External Quality Review
4.6 Members noted that discussions had taken place at the DCAL Internal Audit Forum in relation to the GIAS requirement for an external review to be undertaken of internal audit provision every 5 years, with an internal review conducted every other year. While Libraries NI’s Internal Audit function is theoretically not due for external assessment until 2014, it was considered appropriate that this should be undertaken sooner, since Libraries NI was a new organisation. Accordingly the Head of Internal Audit, following discussion with the Chief Executive had proposed to DCAL’s Governance Support Unit that the internal assessment would be undertaken early in 2011 and the external review would be undertaken later in the year. It was noted that the DCAL Governance Unit was leading on this matter and was considering having the review undertaken by its own internal audit providers.

4.7 The Chairperson suggested that there might be advantages in having the review carried out by an external appropriately qualified private sector accountancy firm because of the wide experience and
knowledge of best practice that such an organisation would have. Councillor J Rodgers said that whilst he agreed with the Chairperson he would suggest that in these times when there was pressure on the public purse the cost involved could be prohibitive.

4.8 Members agreed that it would be important for the Audit and Risk Committee to be content with the terms of reference for the review and the approach to be taken. They asked that further information on these matters should be obtained from the Department for discussion at the next meeting.

HM Treasury Internal Audit Good Practice Guidelines

4.9 Members noted the letter from Alison Caldwell, Department of Finance and Personnel, regarding a number of revised Good Practice Guides on internal audit matters.

Ms Judith Andrews referred to the position of Designated Communications Security Officer and asked if DCAL provides this function for Libraries NI. The Chief Executive confirmed that the Director of Business Support was responsible for the security of information but that Libraries NI could call on support from DCAL, if required.

A Summary of the DFP Fraud Report 2009/10

4.10 The Head of Internal Audit referred to the summary of the 2009/10 DFP Fraud Report and informed Members that although the report had highlighted that the number of cases of reported fraud may be falling the value of the frauds involved was on the increase. He added that the report emphasised the importance of a Whistleblowing Policy within public sector organizations.

A Summary of Building Maintenance Audits in the ELBs and the Potential impact on Libraries NI

4.11 Members noted that, following discussion at the last Audit and Risk Committee, the Chief Executive had written to each of the Education and Library Boards (ELBs) asking to be kept informed of any issues arising from internal audits of Building Maintenance services within the ELBs. Responses had been received from all ELBS but no specific matters relating to Libraries NI had been identified.

DFP Memorandum of Reply

4.12 Members noted the Memoranda of Reply which had been laid before the Northern Ireland Assembly by the Department of Finance and Personnel.
5. MINUTES OF THE MEETING OF THE AUDIT AND RISK COMMITTEE HELD ON 22 SEPTEMBER 2010 (ARC 01.01.11)

5.1 On a proposal by Ms H Roulston, seconded by Ms J Andrews, the minutes of the meeting held on 22 September 2010 were agreed as an accurate record.

6. MATTERS ARISING FROM THE MINUTES OF THE AUDIT AND RISK COMMITTEE MEETING HELD ON 22 SEPTEMBER 2010 (ARC 02.01.11)

Item 6.3 ALB Sponsorship Risk Assessment

6.1 Members noted that an internal DCAL meeting was to take place on 20 January 2011 regarding this matter and a recommendation from the meeting would be taken to the Departmental Board. It was anticipated that Libraries NI would know DCAL’s decision by the end of the month.

Item 6.4 Discussions with CPD

6.2 The Chief Executive reported that DCAL officials had met with CPD to discuss concerns regarding the services being provided to a number of Arms Length Bodies, including Libraries NI. As a result, a further meeting had been arranged with CPD on 2 February 2011, which Libraries NI would attend.

In response to a question from the Chairperson, the Director of Business Support confirmed that Libraries NI employed a part-time procurement officer and added that the majority of procurement was handled through contracts arranged by the ELBs or CPD. He said that more information on this subject would be brought to a meeting of the Business Support Committee. The Head of Internal Audit reported that Procurement has been audited and had achieved a satisfactory level of assurance rating and was in the audit plan for next year.

In response to a question from Ms H Roulston, the Head of Internal Audit confirmed that if an organization acting as a CoPE for Libraries NI made a material error in the procurement of a contract on behalf of Libraries NI, the Chief Executive, as Accounting Officer, would still be held accountable. The Chief Executive has asked for Statements of Assurance from the Accounting Officers of the organisations acting as CoPEs for Libraries NI.

Item 7.3 Staff Training

6.3 The Director of Business Support reported that a Health and Safety Committee had now been formed. Guidance had been issued to Managers along with risk assessment proformas and incident report forms. Members noted that new legislation had been introduced in November 2010 regarding fire risk assessment and Libraries NI would be required to provide training in the use of fire extinguishers.
Libraries NI staff were currently exploring ways of providing this training.

Members expressed grave concern that training had not been provided to staff on the use of fire extinguishers and the Chairperson asked that the Chief Executive and the Director of Business Support review this matter with the aim of agreeing a solution as soon as possible.

**Item 6.9 Internal Audit Activity Report – Outstanding Recommendations**

6.4 In response to a question from the Chairperson regarding the Financial Procedures Manual, the Director of Business Support replied that a member of staff had been employed to complete the Manual but that slippage had occurred and the completion date was now late February or early March. The Director of Business Support confirmed that a draft copy of the manual would be brought to the Business Support Committee and the Audit and Risk Committee.

In response to a question from Ms H Roulston, the Chief Executive confirmed that the letter received from the DCAL Permanent Secretary and recorded at the last meeting referred to concerns regarding cash thefts in two branches which had been reported. The response by Libraries NI had addressed these concerns.

7. INTERNAL AUDIT ACTIVITY REPORT (SEPTEMBER 2010 – JANUARY 2011) (ARC 03.01.11)

7.1 The Head of Internal Audit reported briefly on the audits which had been completed since the last meeting of the Audit and Risk Committee. Members noted the level of assurance for each report.

<table>
<thead>
<tr>
<th>Audit Assignment</th>
<th>Assurance Rating</th>
</tr>
</thead>
<tbody>
<tr>
<td>Post Project Evaluation</td>
<td>Satisfactory</td>
</tr>
<tr>
<td>Issues of Stock in Rural Libraries</td>
<td>Satisfactory</td>
</tr>
<tr>
<td>Travel and Subsistence</td>
<td>Satisfactory</td>
</tr>
<tr>
<td>Ballycastle Branch Library</td>
<td>Satisfactory</td>
</tr>
<tr>
<td>Creggan Branch Library</td>
<td>Satisfactory</td>
</tr>
<tr>
<td>Comber Branch Library</td>
<td>Satisfactory</td>
</tr>
<tr>
<td>Bangor Carnegie Library</td>
<td>Satisfactory</td>
</tr>
<tr>
<td>Carryduff Branch Library</td>
<td>Satisfactory</td>
</tr>
<tr>
<td>Ballynahinch Branch Library</td>
<td>Satisfactory</td>
</tr>
<tr>
<td>Saintfield Branch Library</td>
<td>Satisfactory</td>
</tr>
<tr>
<td>Larne Branch Library</td>
<td>Satisfactory</td>
</tr>
<tr>
<td>Coleraine Branch Library</td>
<td>Satisfactory</td>
</tr>
</tbody>
</table>

7.2 The Head of Internal Audit discussed the Post Project Evaluation, Issues of Stock in Rural Libraries and the Travel and Subsistence
audits in some detail. He advised Members that a Post Project Evaluation (PPE) of ‘Voluntary Severance Arrangements – Tranche 2’ was required. The Director of Business Support would generally have completed the PPE but as he was involved in the original Business Case for the project he was unable to do so. The Director of Business Support agreed with officials from DCAL that the Libraries NI Head of Internal Audit be asked to complete the PPE. The Head of Internal Audit had completed the PPE and had also included a brief report providing assurance on the PPE process. In response to a question from the Chairperson, the Head of Internal Audit stated that the Annual Audit Plan had contained an allowance to complete an audit on the Business Case Process and that this resource had allowed time to complete the audit of the PPE.

7.3 The Head of Internal Audit advised Members that the audit of Stock Issues in Rural Libraries had been requested by the Chief Executive as a result of an email communication which she had been received from a member of the public alleging that stock issues in some branches were being artificially increased by staff making inappropriate issues to themselves or other members. The audit found insufficient evidence to support these allegations.

7.4 It was noted that the assurance level for the audit of Travel and Subsistence was based on the fact that the vast majority of journeys on the majority of claim forms were correctly reimbursed.

7.5 The Head of Internal Audit drew Members’ attention to the Branch Library Audit Reports confirming the level of assurance and outlining the priority one recommendations and the response made by management.

7.6 In response to a question from Councillor J Rodgers, the Head of Internal Audit stated that there were still a number of branch libraries that had not had a visit from an auditor in several years but that he had developed an Audit Strategy for Branch Libraries which considered length of time since the previous audit as one of the key risks and accordingly as a means of prioritizing Branch Library Audits. He advised Members that he intended to bring the Strategy document for 2011/12 to the next meeting of the Audit and Risk Committee for their consideration.

7.7 In response to a question from Ms H Roulston the Head of Internal Audit advised Members that a Control and Risk Self-Assessment was being issued to each Branch. It was hoped that the results of the Self-Assessment exercise would be ready to be brought to the next meeting of the Committee.

7.8 In response to a question from Ms J Andrews the Head of Internal Audit confirmed that there were a number of common findings across Branch Libraries and that a summary of findings had been issued to
Branches so that they could address relevant issues. A revised summary would be issued in the forthcoming year. He indicated also that approximately 25% of all Branch Libraries had been audited and a noticeable improvement in the range and materiality of findings could be identified.

7.9 Members reviewed the reports and noted the assurance given together with the commitment of Senior Management to implement the recommendations arising from the audits.

8. OUTSTANDING RECOMMENDATIONS (ARC 04.01.11)

8.1 Members noted the schedule showing progress to date on the implementation of outstanding recommendations from pre-existing audit reports. The Head of Internal Audit reminded Members that recommendations that were outstanding for more than four months after the agreed implementation date were now highlighted in red and any recommendations which have been implemented would be removed from the report for the next Audit and Risk Committee meeting.

8.2 Members reviewed the schedule. They asked the Head of Internal Audit to record any revised implementation dates that were provided by Auditees.

8.3 Members expressed concern that the Health and Safety Issue of staff training in the use of fire-fighting equipment was still outstanding. The Director of Business Support agreed to review progress on this issue as a matter of urgency.

8.4 The remaining items were noted by Members.

9. QUARTERLY ASSURANCE STATEMENTS (PERIODS ENDED 30 SEPTEMBER 2010 and 31 DECEMBER 2010) (ARC 05.01.11)

9.1 The Chief Executive drew Members’ attention to the completed Quarterly Assurance Statements and discussed briefly each of the headings. Members noted the following:

Risk Management

9.1.1 Members noted that risk registers were now in place in each of the Business Areas. When they have been in place for 6 months and it has been confirmed that they are operating successfully the assurance level will change from Partly to Yes.
Business Planning

9.1.2 It was noted that the Business Planning process was in place and that work on the new Corporate Plan and Business Plan was progressing. It was also noted that the majority of key targets would be met.

Financial Planning and Monitoring

9.1.3 It was noted that procedures were in place. The projected underspend at year end and contingency plans that had been put in place to deal were noted. The Chief Executive indicated that discussions were ongoing with DCAL in relation to the Belfast Central Library Project and that funding had been made available to progress work on Falls, Shankill and Whiterock Libraries.

Post Project Evaluations

9.1.4 It was noted that work had been commissioned to complete Post Project Evaluations, many of which were outstanding from before the establishment of Libraries NI.

Procurement

9.1.5 Members noted the position with Single Tender Actions and the workshop being arranged by DCAL to address issues.

Policy Implementation

9.1.6 Members noted reference in the Comments section to the ongoing discussions at the Board and with DCAL in relation to the perceived conflict of interest.

Ms H Roulston suggested that reference should be made in the Comments section to the urgent need for training in the use of fire extinguishers especially if a cost is involved.

Internal and External Audit Reports

9.1.7 Members noted that reference had been made in the Comments section to the limited assurances provided by audits of payroll and maintenance and the processes that had been put in place to address the shortcomings. Members also noted that follow-up audits were likely to take place early in February.

Data Management

9.1.8 It was noted that the Information Security Steering Group was now in place and the self assessment checklist from the Department of Finance and Personnel had been completed.

9.2 The Audit and Risk Committee noted the Quarterly Assurance Statements.
10. GOVERNANCE AND ACCOUNTABILITY MEETING HELD ON 27 OCTOBER 2010 (ARC 06.01.11)

10.1 The Chief Executive presented the minutes of the Accountability meeting held on 27 October 2010.

10.2 Members noted the summary of action points and expressed concern that many of the items being discussed at the Accountability meeting seemed to be of an operational rather than strategic nature.

11. INTERNAL AUDIT PLAN UPDATE (ARC 07.01.11)

11.1 The Head of Internal Audit introduced the report advising the Committee on progress in implementing the internal audit plan. He stated that he was content that the audit plan was on target to be materially completed by 31 March 2011.

11.2 The Chief Executive informed Members that she had asked the Head of Internal Audit to carry out a value for money review of funding provided to RNIB to support users who were visually impaired which resulted in the Accounts Payable/Receiveable audit being deferred. The Chairperson asked when the audit of Accounts Payable/Receiveable would be carried out and was informed that this audit was on a list of prioritised audits for the next financial year and it was expected that it would commence before the end of August 2011. The Committee stressed the importance of this Audit and the need for it to be undertaken as soon as possible.

12. RISK MANAGEMENT REPORT AND REVIEW (ARC 08.01.11)

12.1 Members noted the Action Plan arising from the meeting of the Risk Management Group held on 9 December 2010. Members also noted the report on changes made to the Corporate Risk Register since it was last considered by the Committee at its meeting in September 2010.

12.2 The Chairperson reminded Members that the Chief Executive had made a presentation to the October Board on the Corporate Risk Register and informed Members that in future the Board would review the Corporate Risk Register at the same time as it was considering the Corporate and Business Plan.

12.3 Members suggested the following additions to the Register:
- The issue of volunteers working in Branch Libraries and whether Access NI checks had been completed should be recorded
- Issues regarding staff training on fire fighting equipment should be recorded
12.4 Members noted the report.

13. DIRECTORATE RISK REGISTER – BUSINESS SUPPORT
   (ARC 09.01.11)

13.1 The Director of Business Support introduced the Risk Registers for the Business Support Directorate comprising Assets, Finance, Human Resources and ICU/ICT as well as a specific Register regarding the EIFNI 2 Project. The Director of Business Support drew Members' attention to the key risks. It was noted that this Risk Register would be brought to the Business Support Committee.

13.2 In response to questions the Director of Business Support indicated that:
   - The draft budget provided for no new capital projects to be initiated over the next 4 years and that some projects, such as the new library in Kilkeel, which was ready to go to tender and the new library in Lisnaskea, for which the site had been purchased, as well as the Belfast Central Library refurbishment had been put on hold
   - There were substantial risks associated with the fact that there was no allocation for Essential Maintenance in 2011/12 in the draft budget
   - A prioritised capital development plan would be prepared in due course, so that if money did become available, work could be progressed without unnecessary delays
   - A paper on the impact of adverse weather over the November and December periods would be considered by the Business Support Committee at its next meeting

13.3 Members noted the Risk Register for the Business Support Directorate and were content that risks were being identified and managed.

14. AUDIT OF 2009/10 ACCOUNTS
   (ARC 10.01.11 (T))

14.1 The Director of Business Support drew Members' attention to the tabled paper providing an update on a meeting that was held with the Northern Ireland Audit Office on 18 January 2011. He reported that there were 3 areas where Libraries NI may receive a Limitation of Scope qualification, namely:
   - Pension Liability Comparatives
   - VAT Debtor Comparatives and
   - Valuable Book Collection.

14.2 It was noted that the Pension Liability Comparatives and the VAT Debtor Comparatives both related to the 2008/09 year and should not appear in future audits. In relation to the Valuable Books Collection,
the NIAO was unable to determine if the reports of the valuations undertaken in 2006 and provided by the Education and Library Boards included all valuable books of if there were additions since the last valuation. The Chief Executive indicated that there were a range of issues associated with the Valuable Books Collection which needed to be addressed, including the definition of a valuable book or a valuable collection of books and that it could take several years to resolve this matter.

14.3 The Chairperson asked that a formal project be initiated to address the issues associated with the Valuable Books Collection and that it be treated as a mission critical or high value project.

14.4 In response to a question from the Chairperson, Mr O’Sullivan confirmed that Libraries NI would be consulted on the findings and the wording of the Report to Those Charged with Governance and the Comptroller and Auditor General’s Report.

14.5 The Director of Business Support drew Members’ attention to a number of other issues which had arisen which were not as significant but which still required resolution. In response to a question from Councillor C Casey, regarding the properties which are shared with Health Trusts, he indicated that discussions were ongoing with the relevant Trusts to agree a valuation split.

14.6 It was noted that the agreed target was to complete all adjustments and submit a final set of Accounts to NIAO by the end of February. This should allow the NIAO to complete their final certification work and have its Report to those Charged with Governance available to be issued with the agenda for the Audit and Risk Committee meeting scheduled for 23 March 2011.

14.7 Members noted the update.

15. REVIEW OF AUDIT AND RISK COMMITTEE TERMS OF REFERENCE (SCHEME OF DELEGATION) ARC (11.01.11)

15.1 Members reviewed the Scheme of Delegation and agreed that two amendments should be made:

- Section 2.1.d should be amended to reflect the fact that the Director of Business Support did not complete a Statement on Internal Financial Control but rather quarterly assurance statements that were provided to the Accounting Officer.

- Section 2.1.k should be amended to reflect that the Audit and Risk Committee is charged with ensuring that Business Plans exist and that processes are in place for monitoring performance against the Plans. The content of the plans is the responsibility of the relevant Committee.
15.2 Officers agreed to make the necessary amendments.

16. CHAIRPERSON'S GIFTS AND HOSPITALITY REGISTER
(ARC 12.01.11)

16.1 The Chief Executive informed the Committee that while the Chairperson of the Board had informed her that while he was content that the full Register of Gifts and Hospitality should be reviewed by the Committee and the Register relating to his role as Chairperson should be published on the website he no longer wished the Gifts and Hospitality Register which recorded offers of gifts and hospitality relating to his business interests to be published on the Libraries NI website because he considered that certain matters in that Register were commercially sensitive.

16.2 The Chief Executive also informed Members that, as requested by the Board, she had written to the Permanent Secretary following the last Board meeting to make her aware of the concerns expressed by Members in relation to the issue of perceived conflict of interest and that a response was awaited. The Committee asked that the Chief Executive make the Department aware of the request from the Chairperson in relation to non-publication of the Gifts and Hospitality Register relating to his business interests. Members expressed concern regarding this issue and indicated that the Board should be briefed on this request at its next meeting.

16.3 Mr O'Sullivan, NIAO, indicated that the issue of Registers of Gifts and Hospitality and the way in which they were handled may be something that the NIAO would wish to review.

17. SCHEDULE OF MISSION CRITICAL PROJECTS (ARC 13.01.11(T))

17.1 Members noted the tabled papers on the Belfast Central Library Project and the ELfNI Project. It was also noted that as money for the Belfast Central Library Project no longer existed DCAL had postponed meetings of the Project Board until further notice.

17.2 The Chief Executive reported that Phase 2 of the strategic review of library provision "Meeting the Demands for a Modern Public Library Service" was underway.

17.3 The Director of Business Support updated Members on the status of the ELfNI 2 Project and reported that the Programme Board was now fully operational with the Chief Executive as the Senior Responsible Officer, Desi Curry as Programme Manager and Jamie Aiken as Project Manager. He further reported that professional consultants
had been appointed to assist with development of the Outline Business Case which is due for completion by 28 February 2011.

17.4 Ms H Roulston enquired regarding the final completion date for the ELfNI 2 project and the Director of Business Support responded that the date for the contract to be awarded is September 2012 and then rollout of the contract would take place.

18. **ELFNI REPLACEMENT: GATEWAY REVIEW REPORT**  
(ARC 14.01.11)

18.1 Members considered and noted the report on the NI Gateway Review 0: Strategic Assessment which provided an "Amber" rating. Members noted that an Action Plan had been developed to address the issues raised and that it would be considered by the Programme Board.

19. **NIAO ISSUES**

19.1 There were no NIAO issues.

20. **ANY OTHER NOTIFIED BUSINESS**

20.1 There was no other notified business.

21. **DATE OF NEXT MEETING**

21.1 It was confirmed that the next meeting of the Audit and Risk Committee would be held on Wednesday 23 March 2011 in Antrim Library.

22. **MEMBERS ARRIVAL AND DEPARTURE TIMES**

22.1 The meeting ended at 1.12 pm. All those in attendance arrived for the commencement of the meeting, and remained until it ended.

22.2 Following conclusion of the meeting Members remained to complete the Audit Committee Self-Assessment Checklist a document available from the National Audit Office.

Signed:  

Date: 23 March 2011