



PUBLIC MINUTES
of the Audit and Risk Assurance Committee (ARAC) meeting
on Monday 17 June 2024 at 1100
MSTeams

8 Remote and virtual participation

- 8.1 Any member may validly participate in a meeting through the medium of conference telephone, video conferencing or similar form of communication equipment, provided that all persons participating in the meeting are able to hear and speak to each other throughout such meeting, or relevant part thereof. A member so participating shall be deemed to be present in person at the meeting and shall accordingly be counted in a quorum and entitled to vote.
- 8.2 A meeting shall be deemed to take place where the largest group of those members participating is assembled or, if there is no group which is larger than any other group, where the Chair of the meeting is.

Members

Liz Butler (LB)	Chair
Richard Hughes (RH)	Via MS Teams
Kalpesh Brahmhatt (KB)	Via MS Teams

In attendance

Fiona MacGregor (FM)	Chief Executive
Jonathan Walters (JW)	Deputy Chief Executive and Accounting Officer
Richard Peden (RBP)	Director, Finance and Corporate Services (via MS Teams)
Emma Tarran (ERT)	Senior Assistant Director Head of Legal and Company Secretary
John O'Mahony (JOM)	Assistant Director Corporate Services (for item 8)
Sandy Pacek (SP)	Head of Corporate Services (for item 8)
Mike Newbury (MN)	NAO, Audit Director – via MS Teams for first part of item 5
Richard Smith (RS)	NAO, Engagement Manager
Jenny Obee (JO)	Engagement Lead, Government Internal Audit Agency (GIAA)
Lisa Harvey (LH)	Audit Manager, Government Internal Audit Agency (GIAA)
Simon Turner (ST)	Senior Solicitor (Observing)

Minutes

Chris Kitchen	Board Secretary
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1 Welcome and apologies

01/06/24 The Chair welcomed everyone to the meeting.

2 Declarations of Interest

02/06/24 There were no new declarations of interest.

3 Minutes of the last meeting

03/06/24 The minutes from 15 January 2024 were APPROVED, subject to one amendment to 09/04/24.

4 Matters Arising

- 04/06/24 08/04/24: NAO completing the work – will be shared by end of June 2024.
11/11/24: NAO *audit lessons learned*: NAO confirmed an internal review has been completed and was used to do detailed planning for this year's audit plan.
18/11/24 *Strategic Risk Register: The Board teach in on risk appetite & tolerance* will be scheduled after the review of the SRR.

5 NAO Update

- 05/06/24 MN introduced this item and advised that he was unable to stay for the whole meeting. He advised that the NAO are continuing to work and deliver on their audit plans through the pre-election restrictions, and gave assurance that RSH's audit is on track.
- 07/06/24 RS confirmed that the audit on our payroll systems/starters and leavers was completed and no issues were found. The Chair thanked the NAO for their update.

6 GIAA update

- 08/06/24 LH introduced the GIAA report. The audit plan had been reviewed at the April meeting and no audit reports were due for this meeting. Members NOTED:
- The Q1 Consumer Regulation audit on progress against 2024 delivery targets is in fieldwork.
 - The TOR have been agreed for the Q1/Q2 Registrations audit.
 - The Q2 Governance audit is at the scoping stage.
- 09/06/24 Recommendations from previous audits:
- One medium recommendation made in relation to the QA Consistency on 'For Profits' Judgements, and one medium recommendation in relation to the Stakeholder Expectations review (review of terms of reference for the new advisors' panel under the Regulator's new remit) are not yet due.
 - Management had agreed to extend the due date for one low recommendation in relation to the IT Controls audit, to align with the recruitment of a new Assistant Director of Digital. GIAA concurred with this.
 - Management has also agreed to an extension to the three actions arising from the Capacity and Capability audit (two medium, one low) to the end of quarter three. This is to align these actions with the planned development of the People Strategy. GIAA confirmed they were satisfied that this will enhance the effectiveness of planned actions.

GIAA Annual opinion

- 10/06/24 JO outlined the key points of the report which had delivered a substantial rating - *The framework of governance, risk management and control is adequate and effective*. This rating was based on evidence from the audit plan, attendance at ARA meetings, review of the Strategic Risk Register and meetings with management and officers.

11/06/24 All planned audits were completed on time with four of the five audits rated substantial assurance and one moderate (People Strategy). The Chair thanked the GIAA team for a very clear report which will be shared with the RSH board.

7 Annual Accounts

12/06/24 RBP introduced the first draft of the annual accounts for ARAC's review.

13/06/24 RBP stated that the finance team will continue to keep the discipline to produce annual accounts work to a pre- Summer Parliamentary recess timetable although audit work is not timetabled until the Autumn,. Members noted the position as per the draft accounts and the Chair noted that the report was "a really good start."

8 Strategic Risk Register (SRR)

14/06/24 JOM and SP joined the meeting and RBP and JOM introduced the revised SRR which was last refreshed three years ago. The refresh reflects the changed organisation and our expanded remit. Annex one is the revised SRR which has five risks carried over, five new risks and others re-arranged and some risks removed. ARAC was asked for their views on the refresh and in particular the new risks.

16/06/24 Officers thanked ARAC for their input. It was agreed that the amendments/comments will be reflected in version taken to board in July.

RBP

9 Digital Services Transition

17/06/24 RBP presented the paper as an update on the current situation with the digital transition. We are working with the Department, which has now appointed an IT consultancy, so can push forward with the specification with the Department. A digital review board has been re-established and GS is on that group which is helpful. It was agreed that the Board will be kept updated on this. Chair thanked RBP and said it had been useful to get an understanding of the issues involved.

10 Forward Planner

18/06/24 Members NOTED the items on the Forward Planner. The length of the October meeting to be extended to allow a full discussion on the ARA.

CK

11 Any other business

19/06/24 There was no other formal business. The Chair confirmed that the results of the ARAC effectiveness review had been shared with members and asked members to provide her with an explanation on any areas they had scored low.

Date of next meeting: 14 October 2024