

Date:	21 September 2022	A(i)
Item:	22/024	

MINUTES
Audit and Risk Committee Meeting

Date: Wednesday, 22 June 2022

Venue: Department for Education - Sanctuary Buildings

Present: David Clarke- Chair
James Norton- Member
Micon Metcalfe- Member
Richard Smith- Member (dial in)
George Stylianides- Member
Harry Buscall- Member

Attending: Rachel de Souza- Children’s Commissioner
Janette Threapleton- Director of Corporate Services
Jenny Wilcocks- Head of Finance (dial in)
Ashleigh Thorius- Audit Manager, NAO (dial in)
Hayley Clark- Associate Partner, EY
Simon Sheung Fung Luk- Assistant Manager, EY (dial in)
Chris Rising- Head of Internal Audit, Macintyre Hudson (dial in)
Nasim Clark- Team Leader OCC Sponsorship Team, DfE (dial in)
Juliette Cammaerts- Director of Policy, Planning and Performance (agenda item 22/015)
Eleanor Lyons- Deputy to the Children’s Commissioner (agenda item 22/015)

Apologies: Elaine Manak- Engagement Director, NAO

Board

Secretariat: Mubanga Mwelwa

Item No.	Summary of Discussion
22/012	Welcome and Introductions
	The Chair welcomed members and attendees to the meeting. Apologies were noted from Elaine Manak (NAO).

22/013	Declaration of Interests
	No new interests were declared.
22/014	Draft Minutes of 23 February 2022, Summary of Actions and Matters Arising (Attachment A)
	<p>The Minutes of the meeting held on 23 February 2022 were approved.</p> <p>Action Log: All actions are now complete.</p> <p>Actions: None Matters Arising: None</p>
22/015	Children’s Commissioner’s Report (Attachment B)
	<p><u>Commissioner’s Report:</u></p> <p>The Commissioner informed the Committee that the recent period had been busy, with a strong focus on delivery of her 2022-23 Business Plan objectives. Key areas of activity during this period include the Family Review – funding has been received to support the review which will seek to understand the composition of family and whether the needs of children are understood in the provision of services to family; advice to the Government on actions to keep children safe online ahead of the Online Safety Bill; and an attendance audit with the final report being published in July.</p> <p><u>Strategy and Business Plan 2022-23</u></p> <p>The Commissioner reported that the OCC has confirmed its strategic objectives (2021-2024) and published the annual Business Plan for 2022-23.</p> <p>Members commended the layout of the strategy document and noted that the Business Plan was informative and comprehensive. Members felt that the plan was coherent and ambitious and demonstrates how the OCC contributes to the cause. The Commissioner added that feedback shows that for the first time the OCC is beginning to meet the objectives and vision of why it was established.</p> <p>In response to a question about how the risk to delivery is recorded, Juliette Cammaerts explained that this is captured in the OCC’s Project Grid. The project grid is monitored and reviewed monthly by the Senior Management Team and by the Senior Leadership Team. Members requested a more detailed presentation on the project grid.</p>

	<p>The Commissioner thanked George Stylianides for his helpful advice in drafting the Strategy.</p> <p>Actions: A presentation on the Project Grid to be added to the September meeting agenda - MM/JC.</p>
22/016	<p>Annual Report and Accounts (Attachment C)</p> <p>i). Annual Report and Accounts ii). Revised Timetable</p>
	<p>The Annual Report and Accounts (ARA) were reviewed. The Chair noted that the ARA was well structured and easier to read than in previous years as it reported using the 7-pillars.</p> <p>A revised timeline for the ARA has been agreed with the NAO/EY. The final laying of the ARA will now take place in October.</p> <p>Actions: Members to provide any additional feedback on the draft ARA directly to JT out of committee - Members.</p>
22/017	<p>External Audit- NAO/EY (Attachment D)</p> <p>i). External Audit Plan 2021-22 & Audit Planning: progress update ii). OCC Value for Money Update (June)</p>
	<p>Simon Luk reported that the Audit planning work is complete and there is no change in risks as reported at the last ARC meeting.</p> <p>Members queried whether 'Going Concern', which was discussed at the last meeting, had been addressed. Hayley Clark confirmed that Janette Threapleton had provided all the information needed to provide assurance in this respect and that the matter was therefore resolved.</p> <p>Ashleigh Thorius stated that the NAO's Value for Money paper has been provided for information. She referenced the 'Children in Custody' section and the Audit and Risk assessment tool which may be of particular interest to members.</p>

	<p>The Chair noted that the Audit and Risk Committee effectiveness (ARAC) tool had expanded and therefore required a review to see how it applies to the OCC. The Chair and Janette Threapleton to discuss the timing for the next effectiveness review.</p> <p>Actions: Agree timing for the next ARC effectiveness review – DC/JT Provide members with a link to the ARAC tool - MM</p>
22/018	<p>Risk Management and Assurance Framework Q3 Review (Attachment E)</p> <p>i). Risk Register (June 2022) ii). Assurance Framework Q4 (Jan- Mar 2022)</p>
	<p>Members were advised of changes to risk profiles since the last review in February 2022: George Stylianides observed that overall, the risk profile had not changed since the last meeting and risk management seemed appropriate.</p> <p>The Chair requested that OCC’s risk matrix and policy document is shared with members.</p> <p>Actions: OCC’s risk matrix and policy document to be shared with members – MM</p>
22/019	<p>Internal Audit, Audit Assignment Update (Attachment F)</p> <p>i). Internal Audit Opinion Report 2021-22 ii). Internal Audit Recommendations Log 2021-22 iii). Internal Audit Plan 2022-23</p>
	<p>Internal Audit Opinion Report 2021-22</p> <p>Chris Rising reported that the internal audit opinion, based on the work undertaken during 2021-22, concluded that the OCC has adequate and effective management, control and governance processes in the areas examined by MacIntyre Hudson (Internal Auditors).</p> <p>The OCC has made good progress on the recommendations identified in the audits. Chris Rising also stated that there were no Governance changes that needed to be made because of the internal audit findings. He added that it was rare for recommendations to be completed in such a timely way and that was because OCC worked diligently to resolve and close them.</p>

	<p>The Chair commended the OCC on a good Internal Audit result.</p> <p>Internal Audit Plan 2022-23</p> <p>Chris Rising stated that the internal audit strategy sets out the proposed use of internal audit resources for the following 12 months together with an indicative rolling 5-year strategy.</p> <p>The Chair asked whether the 17 days allocated to the OCC was proportionate to the organisation. Chris Rising confirmed the audit approach was considered on the low end however is feasible for its nature. Micon Metcalfe added that it felt proportionate and gave the ARC a good level of assurance.</p> <p>The Chair queried whether the staff recruitment and development audit could be closer aligned to address risk 9- over reliance on key people/ lack of flexible spare capacity and asked that this be reviewed.</p> <p>The Chair commended Chris Rising and the OCC on the good progress made on the internal audit work.</p> <p>Actions:</p> <p>Staff recruitment and development - Head of IA to review the plan for this audit and provide assurance as to how this will address organisational resilience/ succession planning – CR.</p>
22/020	<p>Budget & Management Accounts Update (Attachment G)</p> <p>i). Management Accounts (March 2022)</p> <p>ii). Counter Fraud Annual Action Plan Q4 (Jan-Mar 2022)</p>
	<p>Jenny Wilcocks reported on the Budget Management Accounts (March 2022).</p> <p>The final outturn for 21-22 was £5.545m revenue and £38k capital, which represented a 3% overall underspend against all budgets. While the detailed lines show some variation in last minute activity, which is inevitable due to year end accounting adjustments for prepayments and accruals, this result is almost exactly what was forecast in February (shown in the budget columns) and is overall a good result.</p>

	<p>Actions: None</p>
22/021	<p>Any Other Business (Attachment H)</p> <ul style="list-style-type: none"> i). Policies and Procedures ii) Implementation of Government Functional Standards iii). TIAA Data Protection Annual Report (2021-22)
	<p>AOB provided for information.</p> <p>Policies and Procedures: Sets out the latest reviews and updates to the organisation's policies and procedures.</p> <p>Government Functional Standards: Confirms good progress has been made towards implementing the required standards.</p> <p>Data Protection Annual Report: The Data Protection Officer's report sets out data protection activities for the year 2021-22.</p> <p>Actions: None</p>
<p>Future meeting dates:</p> <ol style="list-style-type: none"> 1. Wednesday 21 September 2022 2. Wednesday 16 November 2022 3. Wednesday 08 February 2023 4. Wednesday 17 May 2023 5. Wednesday 21 June 2023 <p>Wednesday 21 June 2023 – Remuneration Committee</p>	