

<b>To:</b>	Legal Services Board	
<b>Date of Meeting:</b>	25 March 2015	<b>Item:</b> Paper (15) 64

<b>Title:</b>	Report of the 13 October 2015 Audit and Risk Assurance Committee meeting	
<b>Author/introduced by:</b>	Adewale Kadiri, Corporate Governance Manager <a href="mailto:adewale.kadiri@legalservicesboard.org.uk">adewale.kadiri@legalservicesboard.org.uk</a> Terry Babbs, Chair, Audit and Risk Assurance Committee	
<b>Status:</b>	Official	

<b>Summary:</b>
The Audit and Risk Assurance Committee (ARAC) met on 13 October 2015. This paper provides a report on the key issues considered. The draft minutes, which have not yet been formally approved by the Committee, are attached for the attention of Board members at Annex A.

<b>Recommendation(s)</b>
The Board is invited to note and comment on the key points arising from the Audit and Risk Assurance Committee meeting held on 13 October 2015

<b>Risks and mitigations</b>
<b>Financial:</b> N/A
<b>Legal:</b> N/A
<b>Reputational:</b> N/A
<b>Resource:</b> N/A

Consultation	Yes	No	Who / why?
<b>Board Members:</b>	✓		ARAC Chair
<b>Consumer Panel:</b>		✓	N/A
<b>Others:</b>	N/A		

<b>Freedom of Information Act 2000 (Fol)</b>		
Para ref	Fol exemption and summary	Expires
Annex A	Section 22: information intended for future publication	

## LEGAL SERVICES BOARD

<b>To:</b>	Legal Services Board	
<b>Date of Meeting:</b>	26 November 2015	<b>Item:</b> Paper (15) 64

### Report of the 13 October Audit and Risk Assurance Committee meeting

1. The Audit and Risk Assurance Committee (ARAC) met on 13 October 2015. The draft minutes of the meeting are attached at Annex A, and although they have been considered by Committee members, they will not be formally approved until the next meeting.
2. In summary, the Committee
  - a) Held a brief private meeting with the auditors;
  - b) Was notified of the steps that had been taken to ensure that lessons emerging from the Kingsway fire incident are learnt, and that the LSB's Business Continuity Plan notification is to be updated as a result;
  - c) Received feedback from the auditors on the 2014/15 audit;
  - d) Noted that the draft internal audit plan is shortly to be agreed, and that , as in previous years, the majority of the work will be done during January and February 2016;
  - e) Reviewed the LSB's Corporate Risk Register. The change to the format of the Register was noted, and broadly welcomed, although some questions were raised as to whether there was sufficient read across from the old Register. Suggestions were made about consolidating some of the risks, as well as for the inclusion of other matters on the Register.
  - f) Noted the Executive's decision not to present the Risk Management Strategy for review at this meeting, on the basis that the inherent risk scoring pilot be completed first. The Committee determined that consideration of the LSB's risk tolerance level should also be postponed until the March 2016 meeting;
  - g) Discussed the review of the LSB Governance Manual. The Committee supported the proposed amendment to the Policy on Colleagues' Expenses, and made some further suggestions for improvement in advance of the review being sent to the Board for approval;
  - h) Reviewed the LSB's information assurance policies. Some questions were raised about the use of LSB email, accounts for non-LSB business, and whether the LSB requires a dedicated social media policy. A few other suggestions for improvement were also made;
  - i) Received an update as to how well the Committee is meeting its own effectiveness action plan;

- j) Discussed the response to some informal thoughts that the outgoing professional adviser had presented. The Committee were assured that all the necessary controls are in fact in place, and that these have been subjected to scrutiny by the auditors.

### **Recommendation**

- 3. The Board is invited to note and comment on the key points arising from the Audit and Risk Assurance Committee meeting held on 13 October 2015.