



## **VALUATION OFFICE**

### **CHARTER OF THE AUDIT & RISK COMMITTEE**

In this Charter the following words and terms have these respective meanings:

- 1      “The Office”  
Valuation Office
  
- 2      “The Accounting Officer”  
The Accounting Officer is the head of Valuation Office i.e. the Commissioner of Valuation.
  
- 3      “Audit & Risk Committee”  
A committee of five members comprising of two senior management personnel of the Valuation Office and three members external to the Valuation Office<sup>1</sup>. One of the external members shall be the chairperson. The committee members and the chairperson are appointed by the Commissioner.
  
- 4      “Internal Audit Unit”  
The Office Unit which is responsible for providing, or managing the provision of internal audit services to the Office. It is the intention initially, due to the nature and size of the Office, to have the Internal Audit undertaken on a contract basis and reporting to the Head of the Internal Audit Unit. The Internal Audit Unit currently forms part of the Strategic Management services Team of the Office.

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<sup>1</sup> As recommended in the Code of Practice for the Governance of State Bodies published by the Dept of Public Expenditure & Reform - August 2016



## **Role**

The role of the Audit & Risk Committee, as part of the ongoing systematic review of the control environment and governance procedures within the Office, is to

- Oversee the internal audit function and advise the Accounting Officer on the development of that function
- Review and advise on the Office's risk management procedures
- Review and comment on the Office's annual financial and performance reports.

## **Specific Functions**

- 1 Advise the Commissioner on the adequacy and effectiveness of the Office's Internal Audit function.
- 2 Approve the Charter for the Internal Audit Unit.
- 3 Consider the nature and scope of any proposed internal audit of the Office's services and functions.
- 4 Receive and consider the internal audit plan from the Head of Internal Audit and to request the inclusion in the plan of specific internal audit reports as considered appropriate.
- 5 Receive and consider each internal audit report from the IA Unit.
- 6 Monitor progress against the plan through receipt of periodic progress reports
- 7 Monitor management's response to Internal Audit findings and the implementation of its recommendations.
- 8 Monitor the arrangements for the identification, monitoring and control of strategic and operational risk within the Office.
- 9 Meet with the Comptroller & Auditor General's staff (external auditors) once a year on matters of mutual interest and concern.
- 10 Advise the Accounting Officer on the effectiveness of the system of internal controls.



- 11 Advise the Accounting Officer on all matters relating to risk management, governance, performance measurement and external reporting and, generally, to foster the development of best practice in these areas.
- 12 Consider any issues arising from the audit of the Appropriation Account by the Comptroller and auditor General.
- 13 In its Annual Report to the Accounting Officer, the Committee should present its opinion on the adequacy of the risk management and internal control systems.
- 14 In the Annual Report to the Accounting Officer, the Committee should indicate its view on its own effectiveness with advice on how it can be strengthened and developed by management.
15. Monitor the implementation by management of recommendations contained in the reports of audit reviews conducted and accepted by the Accounting Officer.

### **Constitution**

The Audit & Risk Committee derives its authority from the Commissioner of Valuation as Accounting Officer and reports solely to him. It has an advisory role with no executive powers.

### **Membership of Committee**

The Audit & Risk Committee shall comprise of not less than five members, two of whom are appointed by the Commissioner from amongst the members of the Senior Management Group of the Office and three members appointed by the Commissioner who are external to the Office. One of the external members shall be appointed as Chairperson. The membership of the Committee will be reviewed after three years.

### **Independence**

The Committee shall be independent in the performance of its functions and responsibilities and shall not be subject to direction or control from any other party in the performance of such functions.



### **Authority and Right of Access**

The Committee shall have free and unfettered access to information needed to carry out its duties. The Committee is authorised to seek any information or documentation it requires from any member of staff and all members of staff are directed to co-operate fully with any request made by the Committee for documentation or attendance at meetings of the Committee. Additionally, the Committee shall have right of access to information concerning contactors, suppliers and customers, if and when required.

### **Meetings of Committee – Modus Operandi**

The Committee shall meet not less than three times per annum and more frequently as circumstances require. At least three of the five members must be present to hold a meeting of the Committee. The Committee will normally operate on the basis of consensus. In the event of a vote, a simple majority is required. The Chairperson will have a casting vote in the event of a tie.

The Commissioner or Head of Internal Audit may request the Chairperson to convene a meeting if either considers that one is necessary.

The Finance Officer as representative of senior management will normally attend meetings of the Committee and the presence of other members of management may be requested to attend meetings from time to time to examine and discuss specific aspects of corporate governance.

Draft minutes of meetings will be circulated within the three week period following the meeting and any matters arising will be discussed at the next following meeting. The Internal Audit Unit will provide the Secretariat to the Committee.

### **Reporting Procedures**

The secretary to the Committee shall circulate the minutes of meetings to the Commissioner and to the staff of the Internal Audit Unit. General internal audit reports commissioned will be available to staff and published on the office Intranet subject to confidentiality issues. The Chairperson shall have direct access to, and shall meet at least once a year with, the Commissioner.

Not later than three months after the end of each calendar year the Committee shall submit an annual report on its activities during the year to the Commissioner and will proffer such advice and recommendations as deemed appropriate.



### Effective Date

This Charter becomes effective immediately and will remain current for a three year period. The Charter will be subject to review annually.

### Version Control

Date for Next Review	December 2022
Owner	Internal Audit Unit
Updates	Frequency of review added in December 2018.  Charter was reviewed in May 2020 by Audit and Risk Committee with minor changes accepted.  Charter was reviewed in March 2021 by Audit and Risk Committee and by Management Board in December 2021 with no substantial change required.
Version	1.3