

**Annual Report of the Audit and Risk
Committee**

Medical Bureau of Road Safety

For Year Ended 31 December 2023

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The Medical Bureau of Road Safety (MBRS)

For year ended 31 December 2023

Introduction

The Audit and Risk Committee (ARC) is part of the control environment within the MBRS. The ARC is tasked with providing independent advice to the Board on matters including the suitability and robustness of the organisation's internal control, risk management, governance procedures and the reliability of financial reporting.

The ARC is independent of the day-to-day financial management of the organisation which is the responsibility of the Director and Executive. In particular, the ARC independently monitors the internal control systems including audit activities.

Membership of the ARC

The ARC consists of three members, all of whom are also members of the MBRS Board, see below.

Schedule of attendance

A schedule of attendance at the ARC meetings for 2023 is set out below.

Audit and Risk Committee 2023		
Number of Meetings Held = 4		
Name	Position	Attendance
Mr. Sean Quigley	Chair	4/4
Ms. Joan O'Brien	Member	4/4
Dr. Declan Bedford	Member	4/4

ARC Charter

The ARC's terms of reference are set out in its Charter. The ARC conducted its annual review of the Charter and it was approved by the Board at its meeting on 30th May 2024.

Work of the ARC in 2023

The ARC, in fulfilling the requirements of its advisory function, assessed the performance of the key elements of the systems of internal control in operation in the Bureau in 2023. The ARC held its meetings virtually during 2023.

Internal Audit

In 2023 the main area reviewed was the review of the IT Firewall and Penetration Testing. This work was carried out by a specialist company with the necessary expertise in this area. A high level of assurance was provided to the ARC as a result of this review. The ARC was also satisfied with the response from management to the recommendations contained in the report. The internal audit schedule planned for 2024 includes:

- EBT/PBT Consumables
- Travel and Subsistence
- GDPR

Business Continuity Planning

The ARC reviewed the various arrangements in place to address a range of incidents that could disrupt the services provided by the Bureau. The ARC was satisfied with the assurances provided.

External Audit

The Comptroller and Auditor General (C&AG) is the external auditor of the Authority. The C&AG assigned the audit of the MBRS Financial Statements to Mazars. The ARC met with the Mazars to discuss the outcome of the audit findings and monitored the implementation of audit recommendations by the Executive throughout 2023. The ARC also met with Mazars with no Executive members present.

A summary of the audit is set out below.

Audit Completed in 2023

Audit of the Bureau's financial statements 2022.	To provide independent assurance on the truth and fairness of the financial statements of the organisation.
Outcome of the audit	The C&AG issued an unqualified audit opinion for the Bureau's 2022 financial statements.

Statement of Internal Control (SIC)

The ARC reviewed the SIC and the assurances provided in relation to the internal control environment which underpinned the statement of internal control issued to the C&AG and contained in the annual financial statements.

Finance Oversight

The ARC has no responsibility for the day-to-day financial management or operations of the organisation which is the responsibility of the Executive. During 2023, the ARC reviewed the quarterly management accounts and examined and discussed with the Executive the reasons for any material variances from planned expenditure.

Risk Management

A risk register is compiled and managed by the Executive and identifies key risks facing the Bureau and the actions being taken by the Executive, to the extent possible, to mitigate those risks. The ARC provided feedback to the Board on their quarterly review of the risk register.

The ARC is satisfied that the process of identifying, assessing and addressing key risks is sufficiently robust to ensure that an effective system of risk management was in place in the Bureau in 2023.

Conclusion

The ARC is satisfied that a robust system of internal control and financial management is in place in the Bureau. It is also satisfied that there is an appropriate system in

place for effective risk management in the Bureau. These systems will continue to be monitored by ARC.

I would like to thank my fellow ARC members for the considerable time spent in preparing for and attending meetings and their valued contributions on the wide range of issues examined in 2023.

On behalf of the ARC, I would like to thank the Executive for their ongoing commitment in supporting the work of the ARC.

Sean Quigley

Sean Quigley

Chair, Audit and Risk Committee

4th April 2024