



NIJAC

*Northern Ireland Judicial
Appointments Commission*

ANNUAL REPORT
AND ACCOUNTS
2012-2013



Northern Ireland Judicial Appointments Commission

**Annual Report and Accounts
for the year ended 31 March 2013**

*Laid before the Northern Ireland Assembly under paragraphs 5 and 7 of
Schedule 2 to the Justice (Northern Ireland) Act 2002, as amended by
the Office of the First Minister and Deputy First Minister*

On 10 October 2013

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INDEX

	Page
CHAIRMAN'S FOREWORD	4
DIRECTOR'S REPORT	5
MANAGEMENT COMMENTARY	11
APPENDIX 1 – ASSESSMENT AND SELECTION PROCESS FOR JUDICIAL APPOINTMENT	21
APPENDIX 2 - DIVERSITY STATISTICS.....	22
APPENDIX 3 – ACHIEVEMENT OF CORPORATE OBJECTIVES THROUGH BUSINESS PLANNING	32
REMUNERATION REPORT	36
STATEMENT OF THE NORTHERN IRELAND JUDICIAL APPOINTMENTS COMMISSION'S AND ACCOUNTING OFFICER'S RESPONSIBILITIES	44
GOVERNANCE STATEMENT.....	46
THE CERTIFICATE AND REPORT OF THE COMPTROLLER AND AUDITOR GENERAL TO THE NORTHERN IRELAND ASSEMBLY	62
ACCOUNTS	66

CHAIRMAN'S FOREWORD

This is our eighth report on the work of the Northern Ireland Judicial Appointments Commission (the Commission), which covers a very demanding period of appointments, renewals, diversity and communications work, policy review and internal governance and accountability.

During the reporting period 1 April 2012 - 31 March 2013, the Commission made 23 recommendations for judicial appointment (Courts 5, Tribunals 18) and 56 renewal recommendations.

We continue to work within our statutory obligations, including our devolved responsibilities, through review and evaluation of our strategies and policies, continually trying to seek to improve.

The Commission launched a new online recruitment system ("eRecruit") in September 2012, which enables people to apply for judicial office online via our website. We are pleased that across 8 recruitment campaigns 97% of applications have been received via eRecruit.

An important objective for the Commission is to ensure continuing liaison with all stakeholders. The Northern Ireland Joint Liaison Committee (NIJLC) was established to consider issues of mutual interest to the Commission and the legal profession in relation to appointments to judicial office.

I look forward to building on our good work to date and continuing our ongoing consultation with all interested parties. This will ensure that we continue to get the best applicants, from as diverse an applicant pool as possible, applying for and being appointed to judicial office.

Sir Declan Morgan, Lord Chief Justice of Northern Ireland and Chairman of the Northern Ireland Judicial Appointments Commission.

DIRECTOR'S REPORT

History and Background

The Commission is an executive non-departmental public body (NDPB), sponsored by the Office of the First Minister and Deputy First Minister (OFMDFM).

The Commission was established on 15 June 2005 under the Justice (Northern Ireland) Acts 2002 and 2004, to enhance an independent process for the appointment of judicial office holders to courts and tribunals in Northern Ireland. This legislation implements the recommendations of the Northern Ireland Criminal Justice Review. Following the devolution of justice on 12 April 2010 under the Northern Ireland Act 2009, the Commission was given new responsibilities including becoming an appointing body with influence over the judicial complement, and determination over certain terms and conditions in agreement with sponsoring departments who hold the budgets for judicial offices.

It is supported by 18 staff, headed by a Chief Executive (Edward Gorringe) who is responsible for the day-to-day management of the Commission.

The Commissioners and staff have very different responsibilities. The Commissioners are responsible for the strategic direction and overseeing all appointments and outreach activities. They are effectively the Management Board to whom the staff report. Commissioners have an equal say in the work of the Commission and are of equal status.

Purpose

The Commission selects and appoints, and recommends for appointment, applicants for judicial office, thereby removing this function from Government Ministers and the political process. The Commission also has influence over the judicial complement, and determination over certain terms and conditions in agreement with sponsoring departments who hold the budgets for judicial offices.

The Commission is committed to appointing the best possible judicial office holders for Northern Ireland through fair, open and transparent selection and appointment processes.

We recognise and value diversity and seek to promote equality while ensuring that merit remains the principle for selecting and recommending applicants for appointment. We work to encourage all eligible applicants, regardless of gender, ethnic background, marital status, sexual orientation, political opinion, geographical location, religion, disability, age and whether or not they have dependants, to consider applying for judicial office. The Commission also undertakes to ensure that those who apply will undergo a selection process that assesses their abilities and personal qualities fairly and openly. In this way, the Commission is confident that the best individuals will be appointed.

Our Goal

To provide the community, so far as it is reasonably practicable to do so, with a judiciary that reflects the Northern Ireland community. The Commission aims to do this by:

- taking steps to ensure that a diverse group of eligible applicants put themselves forward for each judicial post it advertises; and
- selecting the best applicants through a fair, rigorous and transparent appointment process that is grounded in merit.

Our Values

- **independence:** we are independent of Government. We make our decisions on whom to appoint, and recommend for appointment, and in our work to achieve a reflective judiciary free from any outside influence;
- **merit:** we will appoint and recommend for appointment applicants solely on the basis of merit;
- **diversity:** we will implement a programme of action designed to support our aim to achieve, as far as reasonably practicable, a judiciary that is reflective of our society;
- **fairness:** we will be fair in our decision making;
- **transparency:** we will be open about our policies, procedures and activities;
- **accountability:** we will explain our activities and, where appropriate, the reasons for our decisions; and
- **partnership:** we will work closely with interested parties to share learning and to inform our work.

Responsibilities

Our statutory responsibilities are to:

- select and appoint, and recommend for appointment, in respect of all listed judicial offices up to and including High Court Judge;
- recommend applicants solely on the basis of merit;
- engage in a programme of action to secure, so far as it is reasonably practicable to do so, that appointments to listed judicial offices are such that those holding such offices are reflective of the community in Northern Ireland;
- engage in a programme of action to secure, so far as it is reasonably practicable to do so, that a range of persons reflective of the community in Northern Ireland is available for consideration by the Commission whenever it is required to select a person to be appointed, or recommend a person for appointment, to a listed judicial office; and
- publish an annual report setting out the activities and accounts for the past year.

Chief Executive

Edward Gorrington is the Chief Executive and Accounting Officer.

Salary and pension entitlements

Details of the remuneration and pension interests of the Chief Executive and remuneration details of Commission members are detailed in the Remuneration Report.

Composition of the Commission

The Commission consists of a Chairman (the Lord Chief Justice of Northern Ireland) and twelve other members appointed by the First Minister and deputy First Minister, acting jointly.

The Right Honourable Sir Declan Morgan (Chairman), the Lord Chief Justice of Northern Ireland;

Mrs Sinéad Burns, Lay Magistrate (appointment expired 14 June 2013);

The Right Honourable Lord Justice Coghlin, Lord Justice of Appeal;

Mr Donal Flanagan OBE, Lay Member (appointment expired 14 June 2013);

Mrs Breidge Gadd, Lay Member (appointed 3 October 2012)

District Judge (Magistrates' Courts) Amanda Henderson (appointment expired 14 June 2013);

Mrs Fiona Keenan, Lay Member (appointed 3 October 2012)

Mrs Ruth Laird CBE, Lay Member (appointment expired 14 June 2012);

Her Honour Judge Loughran, County Court Judge (appointment expired 14 June 2013);

Mr James McNulty QC, Legal Member;

Professor John Morison, Lay Member (appointment expired 14 June 2012);

Dr Raymond Mullan OBE, Lay Member (appointment expired 14 June 2012);

Mr Alastair Rankin, Solicitor, Legal Member;

Professor Nichola Rooney, Lay Member;

Mr Lindsay Todd, Lay Member (appointed 3 October 2012); and

The Honourable Mr Justice Weatherup, High Court Judge (appointment expired 14 June 2013).

At the end of their first term, judicial members are re-appointed for a period of 5 years, the lay members are re-appointed for 4 years and the legal members for a period of 3 years.

Mrs Breidge Gadd, Mrs Fiona Keenan and Mr Lindsay Todd replaced Mrs Ruth Laird CBE, Professor John Morison and Dr Raymond Mullan OBE, as lay members, at the end of their term on 14 June 2012. Mrs Gadd, Mrs Keenan and Mr Todd commenced office on 3 October 2012.

The term of judicial members Mrs Sinead Burns, District Judge (Magistrates' Courts) Amanda Henderson, Her Honour Judge Loughran, and The Honourable Mr Justice Weatherup expired on 14 June 2013. Arrangements are being taken forward by the Office of the Lord Chief Justice to replace these judicial members.

The term of lay member Mr Donal Flanagan expired on 14 June 2013. Arrangements are being taken forward by the OFMDFM to replace Mr Flanagan.

All members are non-executive and independent.

Pen pictures of all Commission members can be found on our website www.nijac.gov.uk.

Commission Members' Interests

None of the Commission members held interests or directorships during the year which would conflict with their responsibilities as members of the Commission.

MANAGEMENT COMMENTARY

Corporate Objectives

Appointments Process

- to select and appoint, and recommend for appointment, applicants to listed judicial office by identifying the best applicants on merit.

Diversity and Communications

- to engage in a programme of action to secure, so far as it is reasonably practicable to do so, a judiciary in Northern Ireland that is as reflective of society as can be achieved consistent with the requirement of appointment on merit; and
- to communicate helpful information, advice and guidance to targeted audiences to raise awareness and stimulate interest, encourage applications from under-represented groups, improve understanding of the application process and what judicial office entails, demonstrate openness and transparency and that appointments are made solely on the basis of merit.

Accountability

- to make effective and efficient use of resources in order to achieve objectives.

Operating Review

During the reporting year, the Commission managed and delivered a substantive programme of appointments and renewals to judicial office. The Commission made 23 recommendations for appointment (Courts 5, Tribunals 18), and 56 recommendations for the renewal of appointments within the Tribunals. For full equality monitoring information on applicant pools and renewals (Courts and Tribunals) see Appendix 2.

Post devolution arrangements have now become embedded in the Commission's working practices. The Commission works in close partnership with the Department of Justice (DOJ) and other departments in relation to the judicial complement, recruitment and workforce planning strategies, job analysis and agreeing Terms and Conditions for judicial office.

The Commission has continued to focus on improving its selection policies and methodologies that it adopts. The first three-year Appointments Strategy has been successfully implemented and concluded during this reporting period. A number of new operational policies and recruitment strategies have been implemented to ensure a robust approach to selection and to improve governance arrangements.

We have carried out a number of scheme reviews aiming to improve service and advance selection tools and methodologies. Consequently, we have improved assessment centre methodology, and introduced a fresh and innovative approach to recruiting to the level of High Court Judge that included shortlisting interviews for that tier. This attracted the highest number of applications to this office to date.

As a response to the previous public consultation on appointments policies and processes we have introduced Personal Profiles for judicial office setting out clear and transparent merit criteria for application. Policy reviews included Conflicts of Interest and the Constitution of Selection Committees. We have developed better guidance for applicants regarding selection tools and processes to better prepare them for the selection process.

Recruitment campaigns continue to be highly effective and evaluations of recruitment schemes continue to inform the Programme of Action. A research team from Queen's University, Belfast (QUB) was commissioned to revisit the 2008 NISRA/QUB findings to identify further areas for improvement. 'Rewarding Merit in Judicial Appointments?' was delivered in January 2013 and widely circulated to the legal profession and academia. The research will inform our future work.

In early 2012 the Commission provided written and oral evidence to the Northern Ireland Assembly's Committee for Justice. The Committee made no recommendations for change but noted that they may wish to revisit the area of judicial appointments at a point in the future.

Financial Overview

As an NDPB, the Commission is subject to the relevant Government and accounting guidelines. The Commission was financed in 2012-13 by grant-in-aid through OFMDFM and does not normally obtain additional funding from any other source.

Deficit transferred to taxpayers' equity for the year totalled £1,310,305 (2011-12: £1,411,011). The main areas of expenditure were staff costs £755,316 (2011-12: £816,456) which accounted for 58% (2011-12: 58%) of the total expenditure, and accommodation costs of £219,745 (2011-12: £198,051) accounting for 17% (2011-12: 14%) of the total expenditure. Receipts of £579, relating to the reimbursement of maintenance and other costs, were received during the year (2011-12: £675).

The total grant drawn down from OFMDFM in respect of 2012-13 was £1,307,291 (2011-12: £1,297,130).

Capital expenditure during the year amounted to £3,954 (2011-12: Nil). At the year end, the assets owned by the Commission had a net book value of £19,347 (2011-12: £30,087).

Going concern

The statement of financial position at 31 March 2013 shows net liabilities of £73,240. This reflects the inclusion of liabilities falling due in future years which, to the extent that they are not met from the Commission's other sources of income, may only be met by future grant-in-aid from the Commission's sponsoring department, the Office of the First Minister and Deputy First Minister. This is because, under the normal conventions applying to Assembly control over income and expenditure, such grants may not be issued in advance of need.

Grant-in-aid for 2012-13, taking into account the amounts required to meet the Commission's liabilities falling due in that year, have already been included in the department's Estimates for that year, which have been approved by the Assembly, and there is no reason to believe that the department's future sponsorship and future Assembly approval will not be forthcoming. It has accordingly been considered appropriate to adopt a going concern basis for the preparation of these financial statements.

The Future

DOJ is continuing its consultation on the Future Administration and Structure of Tribunals in Northern Ireland to which the Commission will contribute. The impact upon the work and resources of the Commission will not be known for some time. The Commission will continue to engage with the DOJ.

OFMDFM, as the Commission's sponsoring department, commissioned a staffing review in 2011-12 to ensure the continued effectiveness of the Commission's internal support structures. A new staffing structure which will meet the business needs of the Commission will be implemented in the coming years.

Corporate Governance Arrangements

The Northern Ireland Judicial Appointments Commission is an executive non-departmental public body (NDPB) established as an independent body under the Justice (Northern Ireland) Acts 2002 and 2004. The Commission's primary source of income is grant-in-aid provided by the OFMDFM.

OFMDFM determines the performance framework for the Commission. The Commission, in consultation with the DOJ and OFMDFM, will set out its objectives and key targets having due regard to the priorities of the Executive and the available resources.

The relationship between the Commission and the Ministers and their Department are governed by the 'arm's length' principle. These responsibilities are discharged on a day-to-day basis on the Ministers' behalf by the Sponsoring Department.

Staffing

The Commission's full complement in 2012-13 was 19 staff covering 18 posts, which includes 5 directly recruited senior staff and 13 seconded staff positions. One post was covered by 2 job sharers on secondment. The average number of staff in post during 2012-13 can be found at Note 4 to the Accounts. The Commission is committed to staff development and continues to identify and address development needs through the performance management system.

Days lost due to absence

The Commission encourages a culture where good attendance is expected and valued. However, it recognises that from time to time absences for medical reasons may be unavoidable. The Commission aims to treat its staff who are ill, with sympathy and fairness, and where possible to provide them with support which will enable them to recover their health and attend work regularly.

In 2012-13 the percentage of working days lost was 3.67% (2011-12: 6.9%) or an average of 9.22 days (2011-12: 17.24) per annum per employee. During the year, one member of staff was on long term sick leave and returned to full employment during the year.

Equal Opportunities and Diversity

There are policies in place to guard against discrimination, to ensure compliance with legal requirements and to ensure that there are no unfair or illegal discriminatory barriers to employment and advancement in the Commission.

Generally Civil Service Policies (contained in the Civil Service Staff Handbook) have been adopted by the Commission and apply both to staff on secondment and those directly recruited.

Some policies have been amended to facilitate the Commission's particular structure, as necessary.

All staff are currently managed under the NI Civil Service Equal Opportunities Policy, which guards against discrimination in employment and which values and respects all individuals.

Staff are currently covered by the Equality Scheme produced by the NI Civil Service, which seeks to ensure compliance with the public sector equality duty to have due regard for the promotion of equality of opportunity in respect of disability, gender, race, religion, political opinion and among those of different ages, marital status or sexual orientation or who have or have not dependants; and good relations between those of different religions, political opinions and races.

The Sponsor Department's Employment Equality Plan to protect all those groups from discrimination also applies. Employment and promotion are based solely on merit. Staff who work reduced hours are assessed on the same basis as those working full time. A Dignity and Harmony at Work policy is in place to secure a positive working environment.

Employment of Disabled Persons

The Commission adheres to the NI Civil Service Code of Practice on the Employment of Disabled People that aims to ensure that there is no discrimination on the grounds of disability and that access to employment and career advancement in the Commission is based solely on ability, qualifications and suitability for the post.

The Commission aims to ensure that people with disabilities have equality of opportunity and fair participation in all aspects of their employment, and that discrimination does not take place.

Employee Involvement

The Commission encourages widespread consultation and exchange of information at all levels. This is achieved through senior staff briefings and the cascading of information to all staff. All staff are also automatically invited to contribute during the consultation exercises issued in relation to staff policies.

Sustainable Development

The Commission is working towards sustainable development and seeks to demonstrate its commitment to reducing environmental impacts wherever possible.

The Commission continues to demonstrate its active support of the Northern Ireland Sustainable Development Strategy, which can be found at:

www.ofmdfmini.gov.uk/sustain-develop.pdf

The Commission's aims are:

- **climate change and energy efficiency** - to reduce energy consumption as far as reasonably and economically practicable;
- **waste management and recycling** - to reduce waste, increase the proportion of waste that is recycled and eliminate our use of landfill sites for general office waste;
- **procurement** - to promote a purchasing policy which will give preference, as far as practical, to those products and services which cause the least harm to the environment; and
- **people** - to seek to embed the principle of sustainable development through increasing awareness of sustainability responsibilities among staff and for all who work with us.

The Commission currently recycles all office waste and encourages electronic communication to reduce the generation of excess paper. The circulation of corporate publications is confined to a succinct audience and the Commission ensures that corporate documents are printed on paper derived from sustainable sources. The Commission ensures that all printed publications are carbon neutral and that its website is used to promote circulation of corporate information to a wider audience.

The Commission uses NI Civil Service (NICS) contracts wherever possible. All NICS Contracts for the supply of goods include a condition that requires suppliers to comply with the Packaging Act which makes the supplier responsible for recycling of the packaging materials.

Information Management

The Commission aims to ensure that all information is safeguarded and kept securely.

The Commission has agreed an Information Strategy, setting out our vision for managing our information more efficiently and intelligently.

One aspect of this is ensuring that the Commission manages information risk by following the requirements of our suite of Information Assurance policies. We have reviewed compliance with these policies to ensure that the importance of information security is embedded within the Commission.

During the year a favourable internal audit review of IT security and information assurance provided strong assurance in this area.

Personal Data Related Incidents

There were no recorded loss of data incidents during the 2012-13 financial year.

Payment of Suppliers

The Commission is committed to the prompt payment of suppliers. The Confederation of British Industry's Prompt Payment Code for achieving good payment performance in commercial transactions requires payment within 30 days of the receipt of the goods or services or on presentation of a valid invoice or similar demand, whichever is later (unless otherwise stated in the contract). During the year 97.80% (2011-12: 95.75%) of invoices were paid within this standard.

Since January 2009, the Commission's aim has been to pay all valid invoices within ten days of receipt. During 2012-13, 93.82% (2011-12: 89.71%) of invoices were paid within the target.

Accounting Responsibilities

The Commission's financial statements have been prepared in accordance with paragraph 7 of Schedule 2 to the Justice (Northern Ireland) Act 2002 as amended.

Auditors

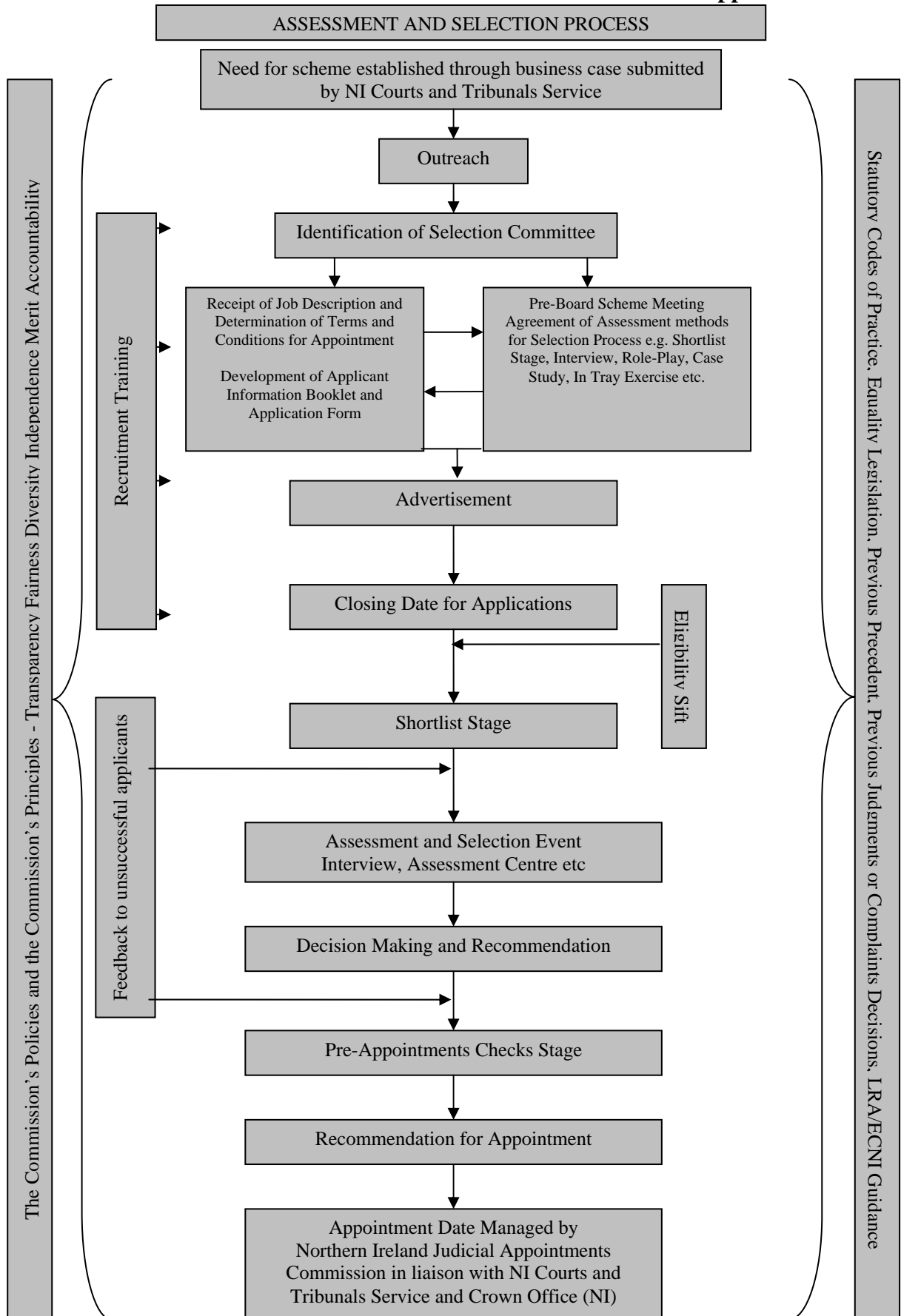
The financial statements are audited by the Comptroller and Auditor General for Northern Ireland (C&AG) in accordance with the Government Resources and Accounts Act (Northern Ireland) 2001. He is the head of the Northern Ireland Audit Office and he and his staff are wholly independent of the Commission.

The audit of the financial statements for 2012-13 resulted in an audit fee of £11,134 (2011-12: £11,340). The C&AG did not provide any non-audit services during the year. I, as Accounting Officer, have taken appropriate steps to make myself aware of relevant audit information and to establish that the C&AG is aware of that information. To my knowledge, there is no relevant audit information of which the C&AG is unaware.

Complaints

During the period of this report, there were no complaints made.

APPENDIX 1 – Assessment and Selection Process for Judicial Appointment



APPENDIX 2 - Diversity Statistics

1. Appointments; 2. Renewals; 3. Applicant pools.

The statistical information contained in this appendix on the diversity of those who have applied and those who have been recommended as suitable for appointment, is provided in accordance with the Commission's statutory obligations under Justice (Northern Ireland) Act 2002 (c.26) Schedule 2.

1. Recommendations for appointment during the Period 2012 - 13.

During the reporting period the Commission made 23 recommendations for appointment (Courts 5; Tribunals 18) – 1 High Court Judge, 1 Temporary High Court Judge¹, 1 County Court Judge², 1 Coroner, 1 Deputy County Court Judge³, 1 Industrial Tribunals and Fair Employment Tribunal Chairman, 1 Lands Tribunal Member, 1 Lands Tribunal Fee Paid Member³, 1 Lands Tribunal Temporary Member³, 3 Northern Ireland Valuation Tribunal Valuation Members, 4 Appeal Tribunals Medical Consultant Members, 4 Appeal Tribunals Medical Generalist Members⁴, 1 National Security Certificate Appeal Tribunal Chairman¹, 1 National Security Certificate Appeal Tribunal Deputy Chairman¹ and 1 Criminal Injuries Compensation Appeals Panel for Northern Ireland Chairman⁵.

¹ Appointed through Lord Chief Justice nomination.

² 1 recommendation and appointment in 2012-13 from the 2011-12 County Court recruitment Reserve List. Applicant Pool data shown in 2011-12 Annual Report.

³ Appointed under the auspices of the Post Retirement Appointment Policy.

⁴ 8 recommendations and appointments in 2012-13 resulted from the 2011-12 Appeal Tribunals Medical Member Scheme. Applicant Pool data shown in 2011-12.

⁵ Appointed through internal trawl of CICAP members

Please note that percentage figures quoted are approximate.

Gender	Male	Female	Total
	19	4	23
%	83%	17%	100%

Community Background	Protestant	Roman Catholic	Neither
	12	8	3
%	52%	35%	13%

Age on Appointment	35 and under	36-40	41-45	46-50	51-55	56-60	Over 60
	3	0	1	1	4	3	11
%	13%	0%	4%	4%	18%	13%	48%

Ethnic Origin	White	Other
	22	1
%	96%	4%

Disability	No Disability Declared	Disability Declared
	23	0
%	100%	0%

Personal Geographic Location		
Belfast	6	26%
Co Antrim	4	17%
Co Armagh	0	0%
Co Down	7	31%
Co Fermanagh	0	0%
Co Londonderry	3	13%
Co Tyrone	3	13%
Other	0	0%
Not indicated	0	0%

Business Geographical Location		
Belfast	13	57%
Co Antrim	2	9%
Co Armagh	0	0%
Co Down	0	0%
Co Fermanagh	0	0%
Co Londonderry	3	13%
Co Tyrone	3	13%
Province wide	1	4%
Other	0	0%
Not indicated	1	4%

2. Recommendations for renewal of appointment during the Period 2012 - 13.

During the reporting period the Commission made 56 recommendations for renewal of appointment (Courts 11; Tribunals 45) – 2 Deputy County Court Judges, 9 Deputy District Judges (Magistrates’ Courts), 1 Chair of the Reserve Forces Reinstatement Committee, 1 Mental Health Review Tribunal Chairman, 1 Mental Health Review Tribunal Deputy Chairman, 2 Mental Health Review Tribunal Legal Members, 2 Mental Health Review Tribunal Experienced Members, 1 Mental Health Review Tribunal Medical Member, 1 Northern Ireland Valuation Tribunal President, 20 Northern Ireland Valuation Tribunal Legal Members, 7 Northern Ireland Valuation Tribunal Valuation Members, 1 Special Educational Needs and Disability Tribunal President, 6 Special Educational Needs and Disability Tribunal Chairman and 2 Pensions Appeal Tribunals Legal Members.

Gender	Male	Female	Total
	38	18	56
%	68%	32%	100%

Community Background	Protestant	Roman Catholic	Neither
	28	28	0
%	50%	50%	100%

Age on Reappointment	35 and under	36-40	41-45	46-50	51-55	56-60	Over 60
	0	5	8	6	13	12	12
%	0%	9%	14%	11%	23%	21.5%	21.5%

Ethnic Origin	White	Other
	56	0
%	100%	0%

Disability	No Disability Declared	Disability Declared
	53	3
%	95%	5%

Personal Geographic Location		
Belfast	29	51%
Co Antrim	10	18%
Co Armagh	2	4%
Co Down	6	10%
Co Fermanagh	2	4%
Co Londonderry	4	7%
Co Tyrone	2	4%
Other	0	0%
Not indicated	1	2%

Business Geographical Location		
Belfast	37	66%
Co Antrim	7	12%
Co Armagh	0	0%
Co Down	2	4%
Co Fermanagh	0	0%
Co Londonderry	3	5%
Co Tyrone	2	4%
Province wide	2	4%
Other	0	0%
Not indicated	3	5%

3. Applicant pools during the Period 2012 - 13

Applicant Pools 2012 - 13

Courts

During the reporting period the Commission received 97 applications for the following schemes – 1 High Court Judge (4 applications received) and 1 Coroner (93 applications received).

Gender	Male	Female	Total
	54	43	97
%	56%	44%	100%

Community Background	Protestant	Roman Catholic	Neither
	35	59	3
%	36%	61%	3%

Age	35 and under	36-40	41-45	46-50	51-55	56-60	Over 60
	17	16	23	17	16	7	1
%	18%	16%	24%	18%	16%	7%	1%

Ethnic Origin	White	Other
	96	1
%	99%	1%

Disability	No Disability Declared	Disability Declared
	96	1
%	99%	1%

Personal Geographic Location		
Belfast	37	38%
Co Antrim	15	16%
Co Armagh	0	0%
Co Down	29	30%
Co Fermanagh	0	0%
Co Londonderry	8	8%
Co Tyrone	7	7%
Other	1	1%
Not indicated	0	0%

Business Geographical Location		
Belfast	67	69%
Co Antrim	4	4%
Co Armagh	1	1%
Co Down	7	8%
Co Fermanagh	0	0%
Co Londonderry	4	4%
Co Tyrone	6	6%
Province wide	0	0%
Other	2	2%
Not indicated	6	6%

Applicant Pools 2012 - 13

Tribunals

During the reporting period the Commission received 57 applications for the following schemes – 1 Industrial Tribunals and Fair Employment Tribunal Chairman (34 applications received), 1 Lands Tribunal Member (12 applications received), 3 Northern Ireland Valuation Tribunal Valuation Members (8 applications received) and 1 Criminal Injuries Compensation Appeals Panel for Northern Ireland Chairman⁶ (3 applications received).

Gender	Male	Female	Total
	37	20	57
%	65%	35%	100%

Community Background	Protestant	Roman Catholic	Neither
	15	34	8
%	26%	60%	14%

Age	35 and under	36-40	41-45	46-50	51-55	56-60	Over 60
	3	8	7	11	17	7	4
%	5%	14%	12%	20%	30%	12%	7%

Ethnic Origin	White	Other	Disability	No Disability Declared	Disability Declared
	57	0		54	3
%	100%	0%	%	95%	5%

⁶ Scheme ran as internal trawl of CICAP members

Please note that percentage figures quoted are approximate.

Personal Geographic Location		
Belfast	19	33%
Co Antrim	7	12%
Co Armagh	2	4%
Co Down	11	19%
Co Londonderry	5	9%
Co Fermanagh	0	0%
Co Tyrone	7	12%
Other	4	7%
Not indicated	2	4%

Business Geographical Location		
Belfast	32	56%
Co Antrim	1	2%
Co Armagh	0	0%
Co Down	2	4%
Co Fermanagh	0	0%
Co Londonderry	3	5%
Co Tyrone	3	5%
Province wide	0	0%
Other	6	10%
Not indicated	10	18%

Applicant Pools 2012 - 13

Combined

During the reporting period the Commission received 154 applications for the following schemes – 1 High Court Judge (4 applications received), 1 Coroner (93 applications received), 1 Industrial Tribunals and Fair Employment Tribunal Chairman (34 applications received), 1 Lands Tribunal Member (12 applications received), 3 Northern Ireland Valuation Tribunal Valuation Members (8 applications received) and 1 Criminal Injuries Compensation Appeals Panel for Northern Ireland Chairman⁷ (3 applications received).

Gender	Male	Female	Total
	91	63	154
%	59%	41%	100%

Community Background	Protestant	Roman Catholic	Neither
	50	93	11
%	33%	60%	7%

Age	35 and under	36-40	41-45	46-50	51-55	56-60	Over 60
	20	24	30	28	33	14	5
%	13%	16%	20%	18%	21%	9%	3%

Ethnic Origin	White	Other
	152	2
%	99%	1%

Disability	No Disability Declared	Disability Declared
	150	4
%	97%	3%

⁷ Scheme ran as internal trawl of CICAP members

Please note that percentage figures quoted are approximate.

Personal Geographic Location		
Belfast	56	37%
Co Antrim	22	14%
Co Armagh	2	1%
Co Down	40	26%
Co Fermanagh	0	0%
Co Londonderry	13	9%
Co Tyrone	14	9%
Other	5	3%
Not indicated	2	1%

Business Geographical Location		
Belfast	100	65%
Co Antrim	5	3%
Co Armagh	1	1%
Co Down	9	6%
Co Fermanagh	0	0%
Co Londonderry	7	4%
Co Tyrone	9	6%
Province wide	0	0%
Other	8	5%
Not indicated	15	10%

APPENDIX 3 – Achievement of Corporate Objectives through Business Planning

The Commission monitors achievement of corporate objectives through its annual business plan and monitoring reports to the Business Committee and Plenary. In order to do so, the Commission decided that objectives should reflect activity against appointments process, diversity, accountability and external communications.

The following sets out the achievement of objectives during 2012-13.

The Objectives in the 2012-13 Business Plan

The four areas of appointments process, diversity, accountability and external communications are set out below with a statement of progress at year end against each.

Appointments Process

To select and appoint, and recommend for appointment, applicants to listed judicial office by identifying the best applicant on merit.

1. Manage and deliver a programme of appointments and renewals to judicial offices listed in Schedule 1 to the 2002 Act.

Achieved.

2. To implement the transition arrangements for the inclusion of new judicial offices under devolution.

Achieved.

3. To develop and implement new devolved responsibilities regarding determination and agreement of terms and conditions.

Achieved and ongoing.

4. To develop a new Appointments and Renewals Strategy for 2014.

Ongoing.

5. To implement a selection learning and development programme for Commissioners and staff to continuously improve the assessment and selection function.

Achieved and ongoing.

Diversity

To engage in programmes of action to secure, so far as it is reasonably practicable to do so, a judiciary in Northern Ireland that is as reflective of our society as can be achieved consistent with the requirement of appointment on merit.

6. Assist in succession planning by maintaining the database of judicial appointments.

Achieved and ongoing.

7. To carry out equality monitoring of appointment schemes and produce reports of the findings.

Achieved.

8. To carry out an annual equality monitoring exercise and to produce a report summarising the position regarding applications for judicial appointments during the year, and the position regarding judicial office holders, compared with the applicant pool.

Achieved.

9. With regard to the 2008 NISRA/QUB research, continue implementation of the research informed Programme of Action. When 2012 research concluded revise Programme of Action.

Achieved.

Accountability

To make effective and efficient use of our resources in order to achieve our objectives.

10. Ensure the Commission is staffed to full complement, to allow it to operate effectively, delivering on objectives, plans and statutory remit.

Ongoing.

11. Ensure the Commission demonstrates the highest levels of information assurance, safeguarding applicant information.

Achieved.

12. Produce the 2011-12 Annual Report and Accounts within the agreed deadlines and with an unqualified audit opinion.

Achieved.

13. Ensure sound financial management and control, and delivery of value for money when meeting Commission objectives within budget.

Achieved.

14. Secure from the sponsorship department the required level of resources to deliver the Commission's 2012-13 objectives.

Achieved.

15. Deliver an effective Risk Management system and maintain an effective system of internal control.

Achieved.

16. Operate effective corporate governance processes and practices within the Commission.

Achieved.

External Communications

To communicate helpful information, advice and guidance to targeted audiences to stimulate interest and raise awareness; encourage applications from under-represented groups; improve understanding of the application process and what judicial office entails; demonstrate openness and transparency and that appointments are made solely on the basis of merit.

17. To continue to implement the communication/diversity strategy to include continued website development, including online applications, circulation of articles and publications.

Achieved and ongoing.

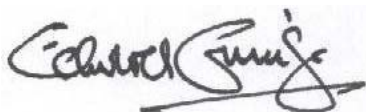
18. To maintain a publication scheme as approved by the Information Commissioner's office and respond to all Freedom of Information Act and Data Protection Act queries within the set guidelines.

Achieved.

67% of targets were achieved

22% were achieved and ongoing

11% were ongoing



Edward Gorringe

Accounting Officer

13 September 2013

Remuneration Report

Remuneration Policy

The remuneration of senior civil servants is set by the Minister for Finance and Personnel. The Minister approved a restructured SCS pay settlement broadly in line with the Senior Salaries Review Body report which he commissioned in 2010. The commitment to a Pay and Grading Review for SCS was the second phase of the equal pay settlement approved by the Executive.

Service Contracts

Civil service appointments are made in accordance with the Civil Service Commissioners' Recruitment Code, which requires appointment to be on merit on the basis of fair and open competition but also includes the circumstances when appointments may otherwise be made.

Unless otherwise stated below, the officials covered by this report hold appointments which are open-ended. Early termination, other than for misconduct, would result in the individual receiving compensation as set out in the Civil Service Compensation Scheme.

Further information about the work of the Civil Service Commissioners can be found at www.nicscommissioners.org.

Salary and pension entitlements (*Audited Information*)

The following sections provide details of the remuneration and pension interests of the Commission members and the most senior management of the Commission (the Chief Executive).

Chief Executive

The position of Chief Executive throughout 2012-13 was held by Edward Gorringe, a direct employee of the Commission.

The remuneration payable to the Chief Executive was as follows:

Name	2012-13			2011-12		
	Salary	Bonus Payments	Benefits in Kind (nearest £100)	Salary	Bonus Payments	Benefits in Kind (nearest £100)
	£000	£000	£100)	£000	£000	£100)
Edward Gorringe*	60-65	-	-	60-65	-	-

**In line with the SCS pay award arrangements for 2012, staff who, after assimilation to the new pay scales, received less than 1% consolidated increase to their salary received a non-consolidated pensionable payment to bring them up to the equivalent value of 1%. One official received a non-consolidated pensionable payment; the official is in the pay band £60,000-£65,000.*

Commission members

The remuneration payable to the Commission members was as follows:

Name	2012-13		2011-12	
	Salary £000	Benefits in Kind (nearest £100)	Salary £000	Benefits in Kind (nearest £100)
The Right Honourable Sir Declan Morgan (Chair)	-	-	-	-
Mrs Sinéad Burns	0-5	-	0-5	-
The Right Honourable Lord Justice Coghlin	-	-	-	-
Mr Peter Cush (appointment expired 14 June 2011)	-	-	0-5	-
Mr Donal Flanagan OBE	-	-	0-5	-
Mrs Briedge Gadd (appointed 3 October 2013)	0-5	-	-	-
Mr John Gordon (appointment expired 14 June 2011)	-	-	0-5	-
District Judge (Magistrates' Courts) Amanda Henderson	-	-	-	-
Mrs Fiona Keenan	0-5	-	-	-
Mrs Ruth Laird CBE (appointment expired 14 June 2012)	0-5	-	10-15	-
Her Honour Judge Loughran	-	-	-	-
Mr James McNulty QC*	-	-	-	-
Professor John Morison (appointment expired 14 June 2012)	0-5	-	5-10	-
Dr Raymond Mullan OBE (appointment expired 14 June 2012)	0-5	-	0-5	-
Mr Alastair Rankin	0-5	-	0-5	-
Professor Nichola Rooney	5-10	-	5-10	-
Mr Lindsay Todd (appointed 3 October 2012)	0-5	-	-	-
The Honourable Mr Justice Weatherup	-	-	-	-

*Mr McNulty has foregone his right to claim fees and expenses.

Band of Highest Paid Director's Total			
Remuneration	60-65		60-65
Median Total Remuneration	30,825		23,336
Ratio	2.03		2.68

Salary

'Salary' includes gross salary; overtime; reserved rights to London weighting or London allowances; recruitment and retention allowances; private office allowances and any other allowance to the extent that it is subject to UK taxation and any gratia payments.

There were no 'off-payroll' engagements at a cost of over £58,200 per annum as at 31 March 2012.

Benefits in kind

The monetary value of benefits in kind covers any benefits provided by the employer and treated by HM Revenue and Customs as a taxable emolument.

Bonuses

Bonuses are based on performance levels attained and are made as part of the appraisal process. Bonuses relate to the performance in the year in which they become payable to the individual. No bonuses were awarded in 2012-13. Commission Members do not receive bonus payments.

Pay Multiples

Reporting bodies are required to disclose the relationship between the remuneration of the highest-paid director in their organisation and the median remuneration of the organisation's workforce.

The banded remuneration of the highest-paid director in the Commission in the financial year 2012-13 was £60,000-£65,000 (2011-12: £60,000-£65,000). This was 2.03 times (2011-12: 2.68 times) the median remuneration of the workforce, which was £30,825 (2011-12: £23,336).

Total remuneration includes salary, non-consolidated performance-related pay, benefits in kind as well as severance payments. It does not include employer pension contributions and the cash equivalent transfer value of pensions.

The movement in the ratio between 2012-13 and 2011-12 is due to a decrease in staff numbers and an increase in staff remuneration in the lower bands thus increasing the median remuneration of the workforce.

Pension Entitlements (*Audited Information*)

Commission Members

No pension contributions are made by the Commission in respect of the Commission members.

Chief Executive

	Accrued Pension at age 65 at 31 March 2013 and related lump sum	Real increase/ (decrease) in pension and related lump sum at age 65	CETV at 31 March 2013	CETV at 31 March 2012*	Real increase/ (decrease) in CETV	Employer contribution to partnership pension account
Name and title	£000	£000	£000	£000	£000	Nearest £100
Mr E Gorringe Chief Executive	5-10 plus 0 lump sum	0-2.5 plus 0 lump sum	89	82	-2	-

**The actuarial factors used in the calculation of CETVs were changed. The new factors mean that the opening CETV figure shown in the 2012/13 report will not be the same as the corresponding closing figure shown in last year's report 2011/12).*

Northern Ireland Civil Service (NICS) Pension arrangements

Pension benefits are provided through the Northern Ireland Civil Service pension arrangements which are administered by Civil Service Pensions (CSP). Staff in post prior to 30 July 2007 may be in one of three statutory based ‘final salary’ defined benefit arrangements (classic, premium, and classic plus). These arrangements are unfunded with the cost of benefits met by monies voted by Parliament each year. From April 2011 pensions payable under classic, premium, and classic plus are increased annually in line with changes in the Consumer Prices Index (CPI). Prior to 2011, pensions were increased in line with changes in the Retail Prices Index (RPI). New entrants joining on or after 1 October 2002 and before 30 July 2007 could choose between membership of premium or joining a good quality ‘money purchase’ stakeholder arrangement with a significant employer contribution (partnership pension account). New entrants joining on or after 30 July 2007 are eligible for membership of the nuvos arrangement or they can opt for a partnership pension account. Nuvos is a ‘Career Average Revalued Earnings’ (CARE) arrangement in which members accrue pension benefits at a percentage rate of annual pensionable earnings throughout the period of scheme membership. The current rate is 2.3%. CARE pension benefits are increased annually in line with increases in the CPI. For 2013, public service pensions will be increased by 2.2% with effect from 8 April 2013.

Employee contributions are determined by the level of pensionable earnings. The current rates are as follows:

Members of **classic**:

Annual pensionable earnings (full-time equivalent basis)	New 2013 contribution rate before tax relief
Up to £15,000	1.50%
£15,001-£21,000	2.70%
£21,001-£30,000	3.88%
£30,001-£50,000	4.67%
£50,001-£60,000	5.46%
Over £60,000	6.25%

Members of **premium**, **nuvos** and **classic plus**:

Annual pensionable earnings (full-time equivalent basis)	New 2013 contribution rate before tax relief
Up to £15,000	3.50%
£15,001-£21,000	4.70%
£21,001-£30,000	5.88%
£30,001-£50,000	6.67%
£50,001-£60,000	7.46%
Over £60,000	8.25%

Benefits in classic accrue at the rate of 1/80th of pensionable salary for each year of service. In addition, a lump sum equivalent to three years' pension is payable on retirement. For premium, benefits accrue at the rate of 1/60th of final pensionable earnings for each year of service. Unlike classic, there is no automatic lump sum (but members may give up (commute) some of their pension to provide a lump sum). Classic plus is essentially a variation of premium, but with benefits in respect of service before 1 October 2002 calculated broadly as per classic.

The partnership pension account is a stakeholder pension arrangement. The employer makes a basic contribution of between 3% and 12.5% (depending on the age of the member) into a stakeholder pension product chosen by the employee. The employee does not have to contribute but where they do make contributions, the employer will match these up to a limit of 3% of pensionable salary (in addition to the employer's basic contribution). Employers also contribute a further 0.8% of pensionable salary to cover the cost of centrally-provided risk benefit cover (death in service and ill health retirement).

The accrued pension quoted is the pension the member is entitled to receive when they reach pension age, or immediately on ceasing to be an active member of the scheme if they are at or over pension age. Pension age is 60 for members of **classic**, **premium**, and **classic plus** and 65 for members of **nuvos**. Further details about the CSP arrangements can be found at the website www.dfpni.gov.uk/civilservicepensions-ni.

Cash Equivalent Transfer Values

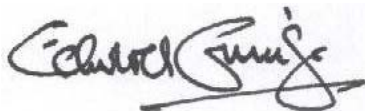
A Cash Equivalent Transfer Value (CETV) is the actuarially assessed capitalised value of the pension scheme benefits accrued by a member at a particular point in time. The benefits valued are the member's accrued benefits and any contingent spouse's pension payable from the scheme. A CETV is a payment made by a pension scheme or arrangement to secure pension benefits in another pension scheme or arrangement when the member leaves a scheme and chooses to transfer the benefits accrued in their former scheme. The pension figures shown relate to the benefits that the individual has accrued as a consequence of their total membership of the pension scheme, not just their service in a senior capacity to which disclosure applies. The CETV figures, and from 2003-04 the other pension details, include the value of any pension benefit in another scheme or arrangement which the individual has transferred to the CSP arrangements. They also include any additional pension benefit accrued to the member as a result of their purchasing additional years of pension service in the scheme at their own cost. CETVs are calculated in accordance with The Occupational Pension Schemes (Transfer Values) (Amendment) Regulations and do not take account of any actual or potential benefits resulting from Lifetime Allowance Tax which may be due when pension benefits are taken.

Real increase in CETV

This reflects the increase in CETV effectively funded by the employer. It does not include the increase in accrued pension due to inflation, contributions paid by the employee (including the value of any benefits transferred from another pension scheme or arrangement) and uses common market valuation factors for the start and end of the period.

Compensation for loss of office

There was no compensation paid for loss of office during 2012-13 (2011-12: Nil).



Edward Gorringe
Accounting Officer
13 September 2013

STATEMENT OF THE NORTHERN IRELAND JUDICIAL APPOINTMENTS COMMISSION'S AND ACCOUNTING OFFICER'S RESPONSIBILITIES

Under paragraph 7 of Schedule 2 to the Justice (Northern Ireland) Act 2002 as amended, the Northern Ireland Judicial Appointments Commission is required to prepare a statement of accounts in respect of each financial year in such a form and on the basis determined by the Office of the First Minister and Deputy First Minister (OFMDFM), with the approval of the Department of Finance and Personnel. The accounts are prepared on an accruals basis and must give a true and fair view of the state of affairs of the Commission at the year end and of the income and expenditure, changes in taxpayers' equity and cash flows for the financial year.

In preparing the accounts, the Accounting Officer is required to comply with the requirements of the *Financial Reporting Manual* prepared by HM Treasury and in particular to:

- observe the Accounts Direction issued by OFMDFM including the relevant accounting and disclosure requirements, and apply suitable accounting policies on a consistent basis;
- make judgements and estimates on a reasonable basis;
- state whether applicable accounting standards as set out in the *Financial Reporting Manual* have been followed, and disclose and explain any material departures in the accounts; and
- prepare the accounts on a going concern basis, unless it is inappropriate to presume that the Commission will continue in operation.

The Accounting Officer of OFMDFM designated the Chief Executive as the Accounting Officer for the Commission. The Chief Executive's relevant responsibilities as Accounting Officer, including responsibility for the propriety and regularity of the public finances and for keeping proper records, are set out in the Non-Departmental Public Bodies Accounting Officers' Memorandum issued by DFP and published in *Managing Public Money Northern Ireland*.

GOVERNANCE STATEMENT

Introduction

This statement is given in respect of the Northern Ireland Judicial Appointments Commission's Resource Account for 2012-13. It outlines the Commission's governance framework for directing and controlling its functions and how assurance is provided to support me in my role as Accounting Officer.

The Governance Framework

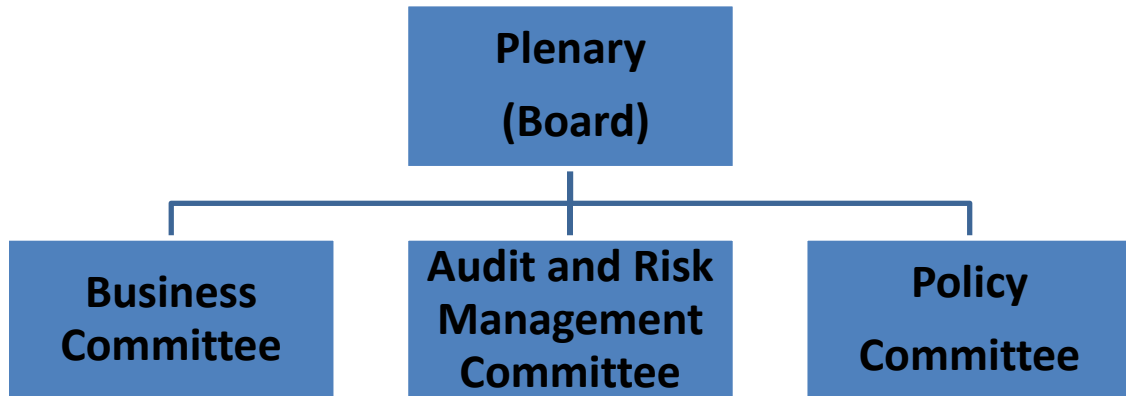
As Accounting Officer of the Commission I have overall responsibility for ensuring the Commission applies high standards of corporate governance, including effective support for the Board's performance and management of risks, to ensure it is well placed to deliver its objectives, and is sufficiently robust to face challenges that it encounters.

I have responsibility for maintaining a sound system of internal control that supports the achievement of the Northern Ireland Judicial Appointments Commission's policies, aims and objectives, whilst safeguarding the public funds and departmental assets for which I am personally responsible, in accordance with the responsibilities assigned to me in Managing Public Money NI and the Non Departmental Public Body (NDPB) Accounting Officer Memorandum.

The Plenary (Board) has three committees, the Audit and Risk Management Committee, the Business Committee and the Policy Committee.

The relationship between the Commission and its sponsoring Department, OFMDFM, is set out in the Management Statement. The Management Statement defines the financial and administrative framework within which the Commission operates, sets out the conditions on which grant-in-aid is paid and the delegations within which the Commission operates. The Management Statement has been approved by Ministers responsible for OFMDFM. It is supplemented by a Financial Memorandum agreed with the Commission and approved by OFMDFM and the Department of Finance and Personnel (DFP).

Committee Structure and Coverage of Work



The Plenary

The Plenary is a meeting of all Commissioners and is chaired by the Chairman of the Commission.

The Plenary meets four times a year, and in addition holds an annual Strategy Day. Exceptional meetings are convened as required. The Chairman of the Commission and the Chief Executive determine the programme of meetings and business each year. Approved minutes of Plenary meetings are published on the Commission's website.

The Plenary has corporate responsibility for:

- ensuring that the Commission fulfils the aims and objectives agreed with its Sponsorship Department and set out in legislation, and
- for promoting the efficient, economic and effective use of staff and other resources by the Commission.

A detailed list of responsibilities of the Commission is set out in the Management Statement and Financial Memorandum, and the Justice (NI) Act 2002.

Membership as at 31 March 2013

The Right Honourable Sir Declan Morgan (Chairman), the Lord Chief Justice of Northern Ireland

Mrs Sinéad Burns, Lay Magistrate

The Right Honourable Lord Justice Coghlin, Lord Justice of Appeal

Mr Donal Flanagan OBE, Lay Member

Mrs Breidge Gadd, Lay Member

District Judge (Magistrates' Courts) Amanda Henderson

Mrs Fiona Keenan, Lay Member

Her Honour Judge Loughran, County Court Judge

Mr James McNulty QC, Legal Member

Mr Alastair Rankin, Solicitor, Legal Member

Professor Nichola Rooney, Lay Member

Mr Lindsay Todd, Lay Member

The Honourable Mr Justice Weatherup, High Court Judge

Commissioners are drawn from the judiciary, legal profession and other professional backgrounds. Commissioners have an equal say in the work of the Commission and are of equal status.

Section 3 of the Justice (Northern Ireland) Act 2002 describes the constitution of the Commission (Board) as follows:

- The Lord Chief Justice (Chairman)
- a Lord Justice of Appeal
- a Judge of the High Court
- a County Court Judge
- a District Judge (Magistrates' Courts)
- a Lay Magistrate
- a barrister
- a solicitor
- five lay members

The Audit and Risk Management Committee

The Audit and Risk Management Committee (ARMC) will support the Plenary and the Accounting Officer by reviewing the comprehensiveness, reliability and integrity of the assurances provided to the Committee regarding the Commission's internal controls, risk management processes and governance. This includes financial, operational and compliance controls and the quality and reliability of financial reporting. On the basis of assurances provided to it, the Committee will form an overall view of the state of risk management, governance and internal control in the commission which it will report to the Plenary.

The Committee has four members and meets four times per year (3 in 2012/13). Additional meetings may be convened to discuss particular issues at the request of the Accounting Officer, the Chairman of the ARMC or the Chairman and a member of the ARMC. The meetings are normally attended by a representative from the Commission's Internal Audit function, External Audit and the Sponsorship Department.

The ARMC is an advisory body with no executive powers. However, it is authorised by the Plenary to investigate any activity within its terms of reference, and to seek any information it requires from staff, who are requested to co-operate with the Committee in the conduct of its enquiries. Requests for work and reports received from Internal Audit will be channelled through the Accounting Officer. The ARMC is authorised to obtain independent professional advice if it considers it necessary.

The ARMC will advise the Plenary and Accounting Officer on:

- the strategic process for risk, control and governance and the Governance Statement;
- the accounting policies, the accounts, and the annual report of the Commission, including the process of review of the accounts prior to submission for audit, levels of error identified, and the management's letter of representation to the external auditors;
- the planned activity and results of both internal and external audit;
- adequacy of management response to issues identified by audit activity, including external audit's Report to Those Charged with Governance;
- assurances relating to the corporate governance requirements for the Commission;
- proposals for tendering Internal Audit services or for purchase of non-audit services from contractors who provide audit services;
- anti-fraud policies, whistle-blowing processes and arrangements for special investigations; and
- the Committee will also periodically review its own effectiveness and report the results of that review to the Plenary.

Membership as at 31 March 2013

Mr Lindsay Todd, Lay Member (Chair)

District Judge (Magistrates' Courts) Amanda Henderson

Her Honour Judge Loughran, County Court Judge

Mr Alastair Rankin, Solicitor, Legal Member

The Business Committee

The Business Committee sits five times a year and consists of five members. The Chair of the Committee reports back to the Plenary at each session.

The Business Committee is responsible for the following:

- the approval of publication of the Business Plan and Corporate Plan;
- ensuring that Annual Report and Accounts are produced and adhere to the Accounts Direction given by the Office of the First and Deputy First Minister in accordance with Paragraph 7 of Schedule 2 of the Justice (Northern Ireland) Act 2002;
- overseeing and monitoring performance against the Business and Corporate Plans. The Business Plan sets out how the Commission will achieve the objectives contained in the Corporate Plan and outlines how and when these objectives will be delivered and measured;
- the approval of the timetable of meetings for the Plenary, Policy Committee, Audit and Risk Management Committee and Business Committee for the new financial year (1 April – 31 March). To take place at the January meeting of the Committee;
- the approval of the commencement of Appointment Schemes;
- review and approve Business Cases received from the relevant Department for replacements;
- the approval of the membership of panels for Appointment Schemes in consultation with the Chairman of the Commission;
- the approval and monitoring of the timescales and progress of Appointments and Renewals;
- the approval of the programme of work and priorities for Appointments and Renewals;
- the approval of the Outreach Plans for Appointment Schemes;
- the approval of adhoc projects commissioned for Diversity and Communications;
- the approval of attending or hosting any official visits. When reviewing the Business Case, the resources required (e.g. expense, staff time, etc.), value for money and benefits gained, should be considered;
- taking action on urgent issues when consideration by the Plenary is not practical regarding appropriate issues relating to the work of the Business Committee;
- overseeing and monitoring the use of public funds;

- overseeing and monitoring the adequacy of the Commission's resources e.g. staffing, facilities, budget, etc;
- ensuring that procedures are in place for the identification and assessment of risk, and those risks impacting on the achievement of the Commission's objectives are identified and reported on correctly in the Corporate Risk Register;
- monitor those internal policies of the Commission which do not fall within the remit of the Policy or the Audit and Risk Management Committees;
- oversee and monitor the safekeeping of information;
- ensure business continuity procedures are in place;
- the approval of any Direct Award Contracts over £500; and
- promote the work and role of the Commission with regard to communications, public relations and information.

Membership as at 31 March 2013

Mrs Breidge Gadd (Acting Chair)

Mrs Sinéad Burns, Lay Magistrate

Mr Donal Flanagan OBE, Lay Member

Her Honour Judge Loughran, County Court Judge

The Policy Committee

The Policy Committee sits four times a year (5 in 2012/13) and consists of six members. The Chair of the Committee reports back to the Plenary at each Plenary session.

The Policy Committee are responsible for:

- developing strategy and programme of work to ensure delivery of the Programme of Action to result, as far as is reasonably practicable to do so, in a range of people reflective of the community being available for consideration for appointment on merit;
- developing an Appointments and Renewals strategy and programme of work to ensure that the associated policies, and assessment and selection methodologies, support best practice approaches to select fairly and on the basis of merit; and
- ensuring appointments and diversity policy, practice and procedure is evaluated and kept under review and improvements proposed and made.

Membership as at 31 March 2013

The Right Honourable Lord Justice Coghlin, Lord Justice of Appeal (Chair)

Mrs Fiona Keenan, Lay Member

Mr James McNulty QC, Legal Member

Mr Alastair Rankin, Solicitor, Legal Member

Professor Nichola Rooney, Lay Member

The Honourable Mr Justice Weatherup, High Court Judge

Attendance at Plenary and Committee Meetings

Members	Plenary (5 in 2012/13, excl. Strategy Day)	Audit & Risk Management Committee (3 in 2012/13)	Business Committee (5 in 2012/13)	Policy Committee (5 in 2012/13)
The Right Honourable Sir Declan Morgan (Chairman)	5 (5)	-	-	-
Mrs Sinéad Burns	5 (5)	1 (1)	3 (3)	1 (2)
The Right Honourable Lord Justice Coghlin	5 (5)	-	-	5 (5)
Mr Donal Flanagan OBE	-	-	-	-
Mrs Breidge Gadd (appointed 03/10/12)	3 (3)	-	3 (3)	-
District Judge (Magistrates' Courts) Amanda Henderson	5 (5)	2 (2)	2 (2)	1 (2)
Mrs Fiona Keenan (appointed 03/10/12)	3 (3)	-	-	3 (3)
Her Honour Judge Loughran	5 (5)	2 (3)	2 (3)	2 (2)
Mr James McNulty QC	5 (5)	-	1 (2)	4 (5)
Mr Alastair Rankin	5 (5)	3 (3)	1 (2)	4 (5)
Professor Nichola Rooney	5 (5)	-	2 (2)	5 (5)
Mr Lindsay Todd (appointed 03/10/12)	3 (3)	2 (2)	1 (1)	-
The Honourable Mr Justice Weatherup	5 (5)	-	1 (2)	4 (5)

The Committee membership was revised in October 2012 following the appointment of 3 new Lay Commission Members. The figures in brackets denote the number of meetings each Commissioner was eligible to attend.

Board's Performance and Effectiveness

The Plenary (Board) comprises of 13 members drawn from the judiciary, legal profession and other professional backgrounds. The Chairman is the Lord Chief Justice of Northern Ireland, Sir Declan Morgan.

The judicial members are nominated by the Lord Chief Justice, with each judicial tier represented. The Bar Council of Northern Ireland and Law Society of Northern Ireland nominate one member each to serve on the Commission, and the Commission's five lay members are public appointments; OFMDFM are responsible for their appointment and re-appointment.

Each January, the Business Committee in accordance with its Terms of Reference, approves the timetable of meetings for the Plenary, the Audit and Risk Management Committee, the Business Committee and the Policy Committee for the year commencing 1 April. It is then the responsibility of each Committee to plan its work for the year to allow sufficient time to discharge its responsibilities effectively.

There were 3 new Lay Member Commissioners appointed on 3 October 2012. A full induction process with training was provided to ensure they were fully functionally on all Committees in which they were assigned to. Assignment to Committees was made by assessing the member's expertise and strengths, and on which Committee this could best be utilised.

Ongoing training is provided to Committee Members to keep members' skills and knowledge up-to-date, and ensure the effectiveness of the Committee on which they sit. The Plenary members received refresher training in Public Accountability and Governance, specially designed for Board members, in February 2013; new members also attended. Following the revised membership of Committees in September 2012, the new membership of the Audit & Risk Management Committee attended a Public Accountability and Governance course for Audit Committee members to ensure they could effectively carry out their role.

Unless otherwise agreed, notice of each meeting confirming the venue, time and date together with an agenda of items to be discussed and papers relating thereto are forwarded to each Committee member, and any person required to attend, no later than a week before the meeting. The timely provision of information is in a form and of a quality that enables the Plenary/Committee to discharge its duties effectively. The Plenary/Committees are content with the quality and content of the papers provided.

The Commission regularly looks at the work of others, including the Judicial Appointment Commission for England and Wales, the Public Appointments Service for Ireland and the Judicial Appointments Board for Scotland, as a way of learning, benchmarking its performance against others and ensuring best practice.

The Plenary assesses its performance, and that of its Committees, on an annual basis. During 2012-13, the Plenary assessed the effectiveness of itself and that of its Committees when it amended the Standing Orders and Terms of Reference for each. The Standing Orders and Terms of Reference were revised to eliminate any overlap across Committees and make Committees operate more effectively. From September 2012, each Committee must formally report its progress to the Plenary by way of a Committee Chair Update at each meeting. Each Committee will present a report annually to the Plenary, timed to support finalisation of the accounts and summarising its conclusions from work it has done during the year. Each Commissioner was asked to complete a Board Evaluation Questionnaire in May 2013 post year end. The Chairman will present its findings and actions to take forward to improve the Plenary's effectiveness in October 2013.

The Chairman of the Commission undertakes a performance review annually of each individual member. This assesses the member's role not only as a member of the Plenary/Committees but also as a Selection Panel Member.

The Corporate Planning, Resources and Governance Team provide secretarial support to the Plenary, the Audit and Risk Management Committee and the Business Committee. The Appointments Team and the Diversity and Communications Team provide secretarial support to the Policy Committee. All three Teams have the appropriate skills and experience to provide the secretarial support required. Each Committee will have access to sufficient resources in order to carry out its duties, this includes the support of the appropriate team, who will be responsible for arranging meetings, drafting agendas in consultation with the Chair, commissioning and circulating papers, maintaining Committee records including taking minutes and undertaking any Committee business that may fall outside meetings.

Highlights

There have been no issues during the course of the year from Board meetings or reports that suggest that the organisation has been vulnerable in relation to its performance or stewardship of its resources. This can be confirmed through the performance against our Business Plan objectives, while keeping within our budget allocation from OFMDFM. Other assurance mechanisms are through the work and reports from both the Internal and External Audit functions.

During 2012/13, Internal Audit carried out 3 reviews in accordance with the 2012/13 Internal Audit Plan. The reviews and assurance ratings are as follows:

System	Assurance rating *
IT security and information assurance	Satisfactory
Payroll, pensions and travel expenses	Substantial
Corporate governance and risk management	Satisfactory

*Assurance rating definitions

Substantial – There is a robust system of risk management, control and governance which should ensure that objectives are fully achieved.

Satisfactory – There is some risk that objectives may not be fully achieved. Some improvements are required to enhance the adequacy and / or effectiveness of risk management, control and governance.

A Follow up Review in respect of the 2011/12 internal audit reviews was also carried out.

Corporate Governance

The Commission follows the HM Treasury/Cabinet Office guidance *Corporate governance in central government departments – Code of good practice 2011*, as far as possible in its capacity as a small arms lengths body. As such, it does not comply with the code provisions relating to a Minister, nor have a separate professionally qualified finance director sitting on the Board. The Board membership is set down in the Justice (Northern Ireland) Acts 2002 and 2004. The Chairs of each Committee reported to Plenary in April 2013 on the effectiveness of the Committee's effectiveness and their performance in 2012/13. Risk Management is supported fully through the Audit & Risk Management Committee, which reports back to the Board.

Otherwise, in accordance with this code, the Plenary and its other Committees provide the necessary leadership, effectiveness, accountability and sustainability to ensure that the Commission delivers on its objectives. As Accounting Officer, I also take seriously my responsibilities on the use of public funds that have been provided to the Commission, to ensure the most effective and efficient use of those funds.

The Commission has a balanced Board in place, in accordance with the Justice (Northern Ireland) Acts 2002 and 2004, which consist of the Chairman and the Commissioners, who all have equal decision-making rights. As Chief Executive I attend Plenary meetings, together with the Head of Appointments, Head of Diversity & Communications, and Head of Corporate Planning, Resources & Governance, in a non-voting capacity.

Internal Control and Risk Management

The Commission has appropriate procedures in place to ensure that it has identified its objectives and risks and determined a control strategy for its strategic risks. A corporate approach to risk, involving Commissioners and the Senior Management Team is taken.

The system of internal control is designed to manage risk to a reasonable level rather than to eliminate all risk of failure to achieve policies, aims and objectives, it can therefore only provide reasonable and not absolute assurance of effectiveness.

A number of elements contribute to the system of internal control including:

- The Senior Management Team, which exercises authority at a corporate level within the Commission and comprises the Accounting Officer and Business Managers.
- The Business Committee, which is chaired by a Lay Member, is presented with the Corporate Risk Register at each meeting for review. The Committee met 5 times in 2012-13.
- The Audit and Risk Management Committee, chaired by a Lay Member, met three times in 2012-13. The Committee receives reports on internal control and provides oversight in ensuring that appropriate steps are being taken to manage and monitor risks. The Committee approves Internal Audit plans and reviews reports from both Internal and External Auditors. The meetings are also attended by Internal and External Audit, and minutes of the meetings are provided to the Plenary, which comprises the full Commission.
- The Plenary, chaired by the Lord Chief Justice in his role as Chairman of the Commission, receives the Corporate Risk Register annually.
- The internal audit function, which is provided by ASM, operates to the Government Internal Audit Standards. Internal Audit submits regular reports to the Audit and Risk Management Committee and to me as Accounting Officer. These include an independent opinion by the Head of Internal Audit on the adequacy, reliability and effectiveness of the Commission's system of risk management, control and governance, together with recommendations for improvement.
- Quarterly Stewardship Statements are produced by the Senior Manager in each team and sent to me as Accounting Officer. These provide me with assurance that risk management processes are effective and operating in line with the Commission's risk management framework. As Accounting Officer, I submit a quarterly stewardship statement to the Commission's Sponsoring Department, OFMDFM, and the Audit and Risk Management Committee.

Risk assessment and management is an ongoing process in the Commission. The key strategic risks are set out in the Corporate Risk Register. The Business Managers are responsible for the risk management within their own team, covering the individual areas of:

- Appointments;
- Corporate Planning, Resources and Governance; and
- Diversity and Communications.

As part of the business planning process, at all levels, the identification and assessment of risk is required when setting business objectives; these risks are formally reported in the Corporate Risk Register. Risks are assessed in terms of their probability of occurrence and impact on the achievement of objectives, and scored and reported on accordingly.

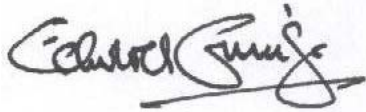
The Commission's Risk Management Handbook is used to manage risks that may affect the achievement of business objectives. It outlines the respective roles and responsibilities of the Accounting Officer, the Senior Management Team, Internal Audit, the Audit and Risk Management Committee and all staff.

The Commission has ensured that procedures are in place for verifying that risk management and internal control are regularly reviewed, challenged, and reported on. The Risk Register is formally reviewed and updated quarterly at Senior Management Team meetings, reviewed at each meeting of the Business Committee and the Audit and Risk Management Committee, and reviewed annually at the Plenary meeting.

The Commission has a low to medium risk appetite, that is, the Commission are prepared to accept, tolerate or be exposed to a low to medium level of risk at any point in time.

A new risk on the Risk Register is the risk of IT failure of the new on-line recruitment system, eRecruit, implemented September 2012 during the bedding in period. As part of the Risk Management and Accreditation Documentation Set (RMADS) and system accreditation, the Project Team developed a Security Operating Procedure which sets out the safeguards in place and process to follow should any technical or security issues arise with eRecruit.

Risks to information are managed and controlled as part of the Risk Management Process. The Information Risk Policy supplements our corporate approach to risk management and encourages staff and managers to consider information as assets, supported by the compilation of Information Asset Registers. As Accounting Officer, I have assumed the role of Senior Information Risk Owner for the Commission. There have been no known incidents of personal data loss for the year to 31 March 2013.

A handwritten signature in black ink, appearing to read 'Edward Gorringe', with a long horizontal stroke extending from the end of the name.

Edward Gorringe
Accounting Officer
13 September 2013

THE CERTIFICATE AND REPORT OF THE COMPTROLLER AND AUDITOR GENERAL TO THE NORTHERN IRELAND ASSEMBLY

I certify that I have audited the financial statements of the Northern Ireland Judicial Appointments Commission for the year ended 31 March 2013 under the Justice (Northern Ireland) Act 2002 as amended. These comprise the Statement of Comprehensive Net Expenditure, the Statement of Financial Position, the Statement of Cash Flows, the Statement of Changes in Taxpayers' Equity and the related notes. These financial statements have been prepared under the accounting policies set out within them. I have also audited the information in the Remuneration Report that is described in that report as having been audited.

Respective responsibilities of the Accounting Officer and auditor

As explained more fully in the Statement of the Northern Ireland Judicial Appointments Commission's and Accounting Officer's Responsibilities, the Northern Ireland Judicial Appointments Commission and Accounting Officer are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view. My responsibility is to examine, certify and report on the financial statements in accordance with the Justice (Northern Ireland) Act 2002 as amended. I conducted my audit in accordance with International Standards on Auditing (UK and Ireland). Those standards require me and my staff to comply with the Financial Reporting Council's Ethical Standards for Auditors.

Scope of the audit of the financial statements

An audit involves obtaining evidence about the amounts and disclosures in the financial statements sufficient to give reasonable assurance that the financial statements are free from material misstatement, whether caused by fraud or error. This includes an assessment of: whether the accounting policies are appropriate to the Northern Ireland Judicial Appointments Commission's circumstances and have been consistently applied and adequately disclosed; the reasonableness of significant accounting estimates made by the Northern Ireland Judicial Appointments Commission; and the overall presentation of the financial statements. In addition I read all the financial and non-financial information in the Annual Report to identify material inconsistencies with the audited financial statements. If I become aware of any apparent material misstatements or inconsistencies I consider the implications for my certificate.

In addition, I am required to obtain evidence sufficient to give reasonable assurance that the expenditure and income recorded in the financial statements have been applied to the purposes intended by the Assembly and the financial transactions recorded in the financial statements conform to the authorities which govern them.

Opinion on Regularity

In my opinion, in all material respects the expenditure and income recorded in the financial statements have been applied to the purposes intended by the Assembly and the financial transactions recorded in the financial statements conform to the authorities which govern them.

Opinion on financial statements

In my opinion:

- the financial statements give a true and fair view of the state of the Northern Ireland Judicial Appointments Commission's affairs as at 31 March 2013 and of the net expenditure, cash flows and changes in taxpayers' equity for the year then ended; and
- the financial statements have been properly prepared in accordance with the Justice (Northern Ireland) Act 2002 as amended and the Office of the First Minister and Deputy First Minister's directions issued thereunder.

Opinion on other matters

In my opinion:

- the part of the Remuneration Report to be audited has been properly prepared in accordance with the Office of the First Minister and Deputy First Minister's directions made under the Justice (Northern Ireland) Act 2002 as amended; and
- the information given in the Chairman's Foreword, the Director's Report and the Management Commentary for the financial year for which the financial statements are prepared is consistent with the financial statements.

Matters on which I report by exception

I have nothing to report in respect of the following matters which I report to you if, in my opinion:

- adequate accounting records have not been kept; or
- the financial statements and the part of the Remuneration Report to be audited are not in agreement with the accounting records; or
- I have not received all of the information and explanations I require for my audit; or
- the Governance Statement does not reflect compliance with Department of Finance and Personnel's guidance.

Report

I have no observations to make on these financial statements.



KJ Donnelly

Comptroller and Auditor General

Northern Ireland Audit Office

106 University Street

Belfast

BT7 1EU

Date 18 September 2013

**NORTHERN IRELAND JUDICIAL
APPOINTMENTS COMMISSION**

ACCOUNTS

2012-13

Statement of Comprehensive Net Expenditure for the year ended 31 March 2013

		Year ended 31/03/13	Year ended 31/03/12
		£	£
	Note		
Expenditure			
Staff costs	4	755,316	816,456
Depreciation, amortisation and revaluation	6 & 7	16,694	13,079
Other Expenditure	5	538,874	582,151
		<u>1,310,884</u>	<u>1,411,686</u>
Income			
Other Income	3	<u>(579)</u>	<u>(675)</u>
Net Expenditure transferred to Taxpayers' equity		<u>1,310,305</u>	<u>1,411,011</u>

All operations are continuing.

Other Comprehensive Net Expenditure for the year ended 31 March 2013

		Year ended 31/03/13	Year ended 31/03/12
		£	£
	Note		
Net (gain)/loss on revaluation of Intangibles	7	(2,000)	42
Total Comprehensive Net Expenditure for the year ended 31 March		<u>1,308,305</u>	<u>1,411,053</u>

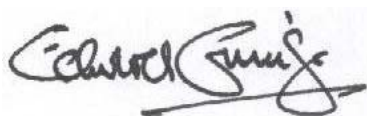
The notes on pages 71 to 91 form part of the accounts

Statement of Financial Position

as at 31 March 2013

		31 March 2013		31 March 2012	
		£	£	£	£
	Note				
Non-current assets:					
Property, plant and equipment	6	10,919		16,130	
Intangible assets	7	<u>8,428</u>		<u>13,957</u>	
Total non-current assets			19,347		30,087
Current assets:					
Trade and other receivables	9	16,571		21,329	
Cash and cash equivalents	10	<u>24,430</u>		<u>21,759</u>	
Total current assets			41,001		43,088
Total assets			<u>60,348</u>		<u>73,175</u>
Current liabilities					
Trade and other payables	11	<u>(133,588)</u>		<u>(145,401)</u>	
Total current liabilities			(133,588)		(145,401)
Non-current assets plus net current assets less current liabilities					
			<u>(73,240)</u>		<u>(72,226)</u>
Assets less liabilities			<u>(73,240)</u>		<u>(72,226)</u>
Taxpayers' equity					
Revaluation reserve			2,000		-
General reserve			<u>(75,240)</u>		<u>(72,226)</u>
			<u>(73,240)</u>		<u>(72,226)</u>

The financial statements on pages 66 to 91 were approved by the Plenary on 5 September 2013 and were signed on its behalf by:



Edward Gorringe
Chief Executive
13 September 2013

The notes on pages 71 to 91 form part of the accounts

Statement of Cash Flows

for the year ended 31 March 2013

		Year ended 31/03/13	Year ended 31/03/12
		£	£
	Note		
Cash flows from operating activities			
Net Expenditure		(1,310,305)	(1,411,011)
Adjustments for non-cash transactions		16,694	13,079
(Increase)/decrease in trade and other receivables	9	4,758	(8,448)
Increase/(decrease) in trade and other payables	11	<u>(11,813)</u>	<u>(60,927)</u>
Net cash outflow from operating activities		<u>(1,300,666)</u>	<u>(1,467,307)</u>
Cash flows from investing activities			
Purchase of property, plant and equipment	6	(2,394)	-
Purchase of intangible assets	7	<u>(1,560)</u>	<u>-</u>
Net cash outflow from investing activities		<u>(3,954)</u>	<u>-</u>
Cash flows from financing activities			
Grants from sponsoring department		<u>1,307,291</u>	<u>1,297,130</u>
Net financing		<u>1,307,291</u>	<u>1,297,130</u>
Net increase/(decrease) in cash and cash equivalents in the period			
		<u>2,671</u>	<u>(170,177)</u>
Cash and cash equivalents at the beginning of the period			
	10	<u>21,759</u>	<u>191,936</u>
Cash and cash equivalents at the end of the period			
	10	<u>24,430</u>	<u>21,759</u>

The notes on pages 71 to 91 form part of the accounts

Statement of Changes in Taxpayers' Equity for the year ended 31 March 2013

	General Reserve £	Revaluation Reserve £	Total Reserves £
Balance at 1 April 2011	41,655	42	41,697
Grants from Sponsoring Entity	1,297,130	-	1,297,130
Transfers between reserves			
Comprehensive Expenditure for the year	<u>(1,411,011)</u>	<u>(42)</u>	<u>(1,411,053)</u>
Movements in Reserves	<u>(113,881)</u>	<u>(42)</u>	<u>(113,923)</u>
Balance at 31 March 2012	(72,226)	-	(72,226)
Changes in taxpayers' equity for 2012-13			
Grants from Sponsoring Entity	1,307,291	-	1,307,291
Transfers between reserves			
Comprehensive Expenditure for the year	<u>(1,310,305)</u>	<u>2,000</u>	<u>(1,308,305)</u>
Movements in Reserves	<u>(3,014)</u>	<u>2,000</u>	<u>(1,014)</u>
Balance at 31 March 2013	<u>(75,240)</u>	<u>2,000</u>	<u>(73,240)</u>

The notes on pages 71 to 91 form part of the accounts

Notes to the Financial Statements

1.0 Statement of Accounting Policies

These financial statements have been prepared in accordance with the 2012-13 *Government Financial Reporting Manual (FReM)* issued by the Department of Finance and Personnel. The accounting policies contained in the FReM apply International Financial Reporting Standards (IFRS) as adapted or interpreted for the public sector context. Where the FReM permits a choice of accounting policy, the accounting policy which is judged to be most appropriate to the particular circumstances of the Commission for the purpose of giving a true and fair view has been selected. The particular policies adopted by the Commission are described below. They have been applied consistently in dealing with items considered material to the accounts.

1.1 Accounting convention

These accounts have been prepared under the historical cost convention modified to account for the revaluation of intangible assets.

1.2 Property, Plant and Equipment

Property, plant and equipment comprises of plant and equipment, furniture and fittings, and information technology.

Expenditure on property, plant and equipment of £1,000 or more is capitalised. For furniture and fittings the individual assets are recorded on a pooled basis.

On initial recognition, assets are measured at cost, including any costs such as installation, directly attributable to bringing them into working condition.

All property, plant and equipment are reviewed annually for impairment. As permitted by the FReM, the Commission has adopted the depreciated historical cost basis as a proxy for fair value where non-property operational assets are deemed to be short-life or low value assets.

All non-property operational assets are deemed to be short-life or low value assets and are therefore valued on the basis of depreciated replacement cost as an approximation of value using the alternative costing method.

Property, plant and equipment were not revalued during the year as there were no material differences between historical cost amounts and the revalued amounts.

All expenditure on repairs and maintenance is charged to the Statement of Comprehensive Net Expenditure during the financial year in which it is incurred.

1.3 Intangible assets

Expenditure on intangible assets which includes software, software licences, and the associated costs of implementation is capitalised where the cost is £1,000 or more.

Intangible assets are reviewed annually for impairment, and restated to current value each year by reference to Office of National Statistics (ONS) indices. The indices were obtained from ONS MM22 Producer Price Indices as at March 2013. Assets are not indexed in the year of acquisition.

1.4 Depreciation and Amortisation

Property, plant, and equipment are depreciated at rates calculated to write them down to estimated residual value on a straight-line basis over their estimated useful lives. Depreciation is charged in the month of acquisition.

Intangible assets are amortised over the shorter of the term of the licence and the useful economic life.

Useful lives are normally in the following ranges:

Plant and Equipment	5-10 years
Furniture and Fittings	5-10 years
Information Technology	3 years
Intangible Assets	3 years

The residual values of assets are reviewed on an annual basis.

Additions to non-current assets will be depreciated from the month of acquisition where material. Disposals from non-current assets will not be depreciated in the month of disposal.

1.5 Inventories

Consumable inventories are not considered material and are charged to the Statement of Comprehensive Net Expenditure in the year of purchase.

1.6 Income

Income consists of chargeable expenses in relation to building maintenance. Grant in aid funding received from OFMDFM is treated as a movement in the General Fund.

1.7 Operating leases

Leases where substantially all of the risks and rewards are held by the lessor are classified as operating leases. Rentals under operating leases are charged to the Statement of Comprehensive Net Expenditure on a straight-line basis over the term of the lease. Future payments, disclosed at Note 14, are not discounted.

1.8 Pensions

Past and present employees are covered by the provisions of the Principal Civil Service Pension Scheme (PCSPS) which are described in Note 4. The defined benefit schemes are unfunded and are non-contributory, except in respect of dependants' benefits. The Commission recognises the expected cost of these elements on a systematic and rational basis over the period during which it benefits from employees' services by payment to the PCSPS of amounts calculated on an accruing basis. Liability for payment of future benefits is a charge on the PCSPS. In respect of the defined contribution elements of the schemes, the Commission recognises the contributions payable for the year.

1.9 Value Added Tax

The Commission is ineligible to reclaim input Value Added Tax (VAT) on expenditure. Therefore, all expenditure is inclusive of VAT.

1.10 Provisions

The Commission provides for legal or constructive obligations, which are of uncertain timing or amount at the reporting date on the basis of the best estimate of the expenditure required to settle the obligation. Where the effect of the time value of money is significant, the estimated risk-adjusted cash flows are discounted using HM Treasury's discount rate of 2.2% in real terms (2011-12: 2.8%). No provisions were necessary for 2012-13.

1.11 Contingent Liabilities

Where the time value of money is material, contingent liabilities which are required to be disclosed under IAS 37 are stated at discounted amounts.

1.12 Financial Instruments

A financial instrument is defined as any contract that gives rise to a financial asset of one entity and a financial liability or equity instrument of another entity.

A financial instrument is recognised when, and only when, the entity becomes a party to the contractual provisions of the instrument. A previously recognised financial asset is derecognised when, and only when, either the contractual rights to the cash flows from that asset expire, or the entity transfers the asset such that the transfer qualified for derecognition. A financial liability is derecognised when, and only when, it is extinguished.

The Commission does not hold any complex financial instruments. The majority of financial instruments relate to contracts for non-financial items in line with the Commission's expected purchase and usage requirements; the Commission is therefore exposed to little credit, liquidity or market risk.

The Commission has financial instruments in the form of trade receivables and payables, and cash and cash equivalents.

In accordance with IAS 39 *Financial Instruments: Recognition and Measurement*, trade receivables, cash and other receivables are classified as 'loans and receivables'. Loans and receivables are non-derivative non-current assets with fixed or determinable payments that are not quoted in an active market. Loans and receivables are initially recognised at fair value and subsequently carried at amortised cost using the effective interest method less any impairment.

Cash and cash equivalents comprise cash in hand and current balances with banks which are readily convertible to known amounts of cash which are subject to insignificant risk of changes in value.

The Commission assesses at each statement of financial position date whether there is any objective evidence that a financial asset or group of financial assets classified as loans and receivables is impaired.

The amount of the loss is calculated as the difference between the carrying amount of the asset and the present value of estimated future cash flows from the asset discounted at the effective interest rate of the instrument at initial recognition.

Impairment losses are assessed individually for financial assets that are individually significant and individually or collectively for assets that are not individually significant. In making collective assessment of impairment, financial assets are grouped into portfolios on the basis of similar risk characteristics. Future cash flows from these portfolios are estimated on the basis of the contractual cash flows and historical loss experience for assets with similar risk characteristics.

Impairment losses are recognised in the Statement of Comprehensive Net Expenditure and the carrying amount of the financial asset or group of financial assets reduced by establishing an allowance for impairment losses. If in a subsequent period the amount of the impairment loss reduces and the reduction can be ascribed to an event after the impairment was recognised, the previously recognised loss is reversed by adjusting the allowance.

When a financial asset is deemed unrecoverable the amount of the asset is reduced directly and the impairment loss is recognised in the Statement of Comprehensive Net Expenditure to the extent that a provision was not previously recognised.

The Commission also has financial instruments in the form of trade payables that are classified in accordance with IAS 39 as 'other financial liabilities'. These are initially measured at fair value, net of transaction costs, and subsequently measured at amortised cost using the effective interest method.

1.13 Employee Benefits

Under the requirements of IAS 19 *Employee Benefits*, staff costs must be recorded as an expense as soon as the organisation is obligated to pay them. This includes the cost of any annual and flexi leave entitlements that have been earned at the year end but not yet taken. The cost of untaken annual and flexi leave has been determined by using actual salary costs and the data from staff leave returns at 31 March. It is not anticipated that the level of untaken leave will vary significantly from year to year.

1.14 Estimate techniques used and key judgements

The preparation of financial statements in conformity with IFRS requires the use of accounting estimates and assumptions. It also requires management to exercise its judgement in the process of applying the Commission's accounting policies. We continually evaluate our estimates, assumptions and judgements based on available information and experience. As the use of estimates is inherent in financial reporting, actual results could differ from these estimates. The estimates and assumptions which have the most significant risk of causing a material adjustment to the carrying amounts of assets and liabilities are discussed below.

- ***Depreciation of property, plant and equipment, and amortisation of intangible assets.***

Depreciation and amortisation is provided in the accounts so as to write-down the respective assets to their residual values over their expected useful lives and as such the selection of the estimate useful lives and the expected residual values of the assets requires the use of estimates and judgements. Details of the estimated useful lives are shown in Note 1.4.

2. Statement of Operating Costs by Operating Segment

The organisation's operating structure has been reviewed to identify if there are any business activities which are unconnected and thus separate segments as defined by IFRS 8 *Operating Segments*. The Commission does not generate any income streams; any income disclosed in the accounts relates to rechargeable expenses as a result of the shared occupancy of the building and are not regarded as material 2012-13: £579 (2011-12: £675).

The Commission's one overall objective is to '*Select the best applicants and promote diversity*'; all expense generating activities are interlinked and cannot operate in isolation, therefore the Chief Executive Officer in his role as Accounting Officer and Chief Operating Decision Maker (CODM) does not consider there to be separate segments within the organisation.

Financial information is reported to the CODM, the Plenary, the Business Committee, the Audit and Risk Management Committee and OFMDFM, for the organisation as a whole, no part of the organisation is reported on separately. The budget is bid for, allocated and managed for the Commission as a whole; there are no budget allocations to a specific area as a separate segment.

3. Income

	Year ended 31/03/13 £	Year ended 31/03/12 £
Reimbursement of costs	579	675
Total Income	579	675

4. Staff numbers and related costs

Staff costs comprise:

	Permanently employed staff £	Inward seconded staff * £	Agency staff £	Commission members £	Year ended 31/03/13 Total £	Year ended 31/03/12 Total £
Direct Staff						
Wages and salaries	227,944	285,781	74,514	33,098	621,337	663,117
Social security costs	20,403	16,632	-	2,043	39,078	42,990
Other pension costs	50,901	44,000	-	-	94,901	110,349
Total costs	299,248	346,413	74,514	35,141	755,316	816,456

* Inward seconded staff wages and salaries cost includes £57,729 (2011-12: £78,178) relating to VAT.

The Principal Civil Service Pension Scheme (Northern Ireland) (PCSPS (NI)) is an unfunded multi-employer defined benefit scheme but the Northern Ireland Judicial Appointments Commission is unable to identify its share of the underlying assets and liabilities. The most up to date actuarial valuation was carried out as at 31 March 2010 and details of this valuation are available in the PCSPS (NI) resource accounts.

For 2012-13, employers' contributions of £50,901 were payable to the PCSPS (NI) (2011-12: £49,438) at one of four rates in the range 18% to 25% of pensionable pay, based on salary bands. The scheme's Actuary reviews employer contributions every four years following a full scheme valuation. However HM Treasury has instructed the scheme to cease further work on the March 2010 valuation. A new valuation scheme based on data as at 31 March 2012 is currently being undertaken by the Actuary to review employer contribution rates for the introduction of a new career average earning scheme from April 2015. From 2013-14, the rates will remain in the range 18% to 25%. The contribution rates are set to meet the cost of the benefits accruing during 2012-13 to be paid when the member retires, and not the benefits paid during this period to existing pensioners.

Employees can opt to open a partnership pension account, a stakeholder pension with an employer contribution. No Employers' contributions were paid to partnership pension account in 2012-13 (2011-12: Nil). Employer contributions are age-related and range from 3% to 12.5% of pensionable pay. Employers also match employee contributions up to 3% of pensionable pay. In addition, employer contributions of 0.8% of pensionable pay, are payable to the PCSPS (NI) to cover the cost of the future provision of lump sum benefits on death in service and ill health retirement of these employees; no contributions were made in 2012-13 (2011-12: Nil).

Contributions due to the partnership pension providers at the reporting period date were Nil. Contributions prepaid at that date were Nil.

No persons (2011-12: 0 persons) retired early on ill-health grounds; the total additional accrued pension liabilities in the year amounted to Nil (2011-12: Nil).

Average number of persons employed

The average number of whole-time equivalent persons employed (including senior management, but excluding Commission members) during the period was as follows:

Number	Permanent staff	Seconded staff	Agency staff	Year ended	Year ended
				31/03/13	31/03/12
				Total	Total
Chief Executive	1	-	-	1	1
Corporate Planning, Resources and Governance Team	-	3	1	4	5
Appointments and Policy Team	2	3	2	7	7
Diversity and Communications Team	2	2	0	4	4
Total	5	8	3	16	17

4.1 Reporting of Civil Service and other compensation schemes – exit packages

There are no Civil Service and other compensation schemes exit packages to report in 2012-13 (2011-12: Nil).

5. Other Expenditure

	Year ended 31/03/13 £	Year ended 31/03/12 £
Other operating costs		
Accommodation costs	219,745	198,051
Security costs	64,918	62,397
Scheme advertising	56,356	48,423
IT services	39,438	32,588
Maintenance	35,241	23,898
Other costs	29,722	27,082
Other scheme costs	29,101	17,494
Heat and light	27,926	15,290
Printing, design and stationery	17,605	20,447
Auditors' remuneration	11,134	10,455
Other services	7,817	9,703
Staff training	5,595	10,088
Consultancy services	2,752	5,365
Managed services*	(8,476)	69,182
Services provided by NI Courts and Tribunals Service	-	31,688
Total	538,874	582,151

* The negative balance in Managed Services is due to an over accrual for legal fees at 31 March 2012. The invoice was received during 2012-13.

Non-cash items

Amortisation	9,089	8,712
Depreciation	7,605	4,357
Loss on Revaluation Reserve	-	10
Total	16,694	13,079

6. Property, plant and equipment

	Plant And Equipment £	Furniture and Fittings £	Information Technology £	Total £
Cost or valuation				
At 1 April 2012	8,390	3,768	17,716	29,874
Additions	2,394	-	-	2,394
Disposals	-	-	-	-
At 31 March 2013	10,784	3,768	17,716	32,268
Depreciation				
At 1 April 2012	2,733	1,818	9,193	13,744
Charged in year	1,845	377	5,383	7,605
Disposals				
At 31 March 2013	4,578	2,195	14,576	21,349
Carrying amount at 31 March 2013	6,206	1,573	3,140	10,919
Carrying amount at 31 March 2012	5,657	1,950	8,523	16,130
Asset financing:				
Owned	6,206	1,573	3,140	10,919
Finance Leased	-	-	-	-
Carrying amount at 31 March 2013	6,206	1,573	3,140	10,919

	Plant And Equipment £	Furniture and Fittings £	Information Technology £	Total £
Cost or valuation				
At 1 April 2011	8,390	3,768	17,716	29,874
Additions	-	-	-	-
Disposals	-	-	-	-
At 31 March 2012	8,390	3,768	17,716	29,874
Depreciation				
At 1 April 2011	1,055	1,441	6,891	9,387
Charged in year	1,678	377	2,302	4,357
Disposals				
At 31 March 2012	2,733	1,818	9,193	13,744
Carrying amount at 31 March 2012	5,657	1,950	8,523	16,130
Carrying amount at 31 March 2011	7,335	2,327	10,825	20,487
Asset financing:				
Owned	5,657	1,950	8,523	16,130
Finance Leased	-	-	-	-
Carrying amount at 31 March 2012	5,657	1,950	8,523	16,130

7. Intangible assets

Intangible assets comprise of software and associated implementation costs.

	Total £
Cost or valuation	
At 1 April 2012	28,054
Additions	1,560
Disposals	-
Revaluations	3,513
At 31 March 2013	33,127
Amortisation	
At 1 April 2012	14,097
Charged in year	9,089
Disposals	-
Revaluations	1,513
At 31 March 2013	24,699
Carrying amount at 31 March 2013	8,428
Carrying amount at 31 March 2012	13,957

	Total £
Cost or valuation	
At 1 April 2011	28,136
Additions	-
Disposals	-
Revaluations	(82)
At 31 March 2012	28,054
Amortisation	
At 1 April 2011	5,415
Charged in year	8,712
Disposals	-
Revaluations	(30)
At 31 March 2012	14,097
Carrying amount at 31 March 2012	13,957
Carrying amount at 31 March 2011	22,721

8 Impairments

There has been no write-off of impaired property, plant and equipment during 2012–13.

All downward movements in the revaluation of Intangible Assets, as a result of market fluctuations, are accounted for through the revaluation reserve to the extent that there is a credit in that reserve that relates to the assets.

9 Trade receivables and other current assets

9(a) Analysis by type

	31/03/13	31/03/12
	£	£
Amounts falling due within one year:		
Other receivables	74	-
Prepayments and accrued income	16,497	21,329
Total	16,571	21,329

There are no trade receivables or other current asset amounts falling due after more than one year.

9(b) Intra-Government Receivable Balances

	Amounts falling due within one year	
	31/03/13	31/03/12
	£	£
Balances with other central government bodies	38	16,500
Balances with local authorities	-	-
Balances with NHS Trusts	-	-
Balances with public corporations and trading funds	-	-
Sub-total: intra-government balances	38	16,500
Balances with bodies external to government	16,533	4,829
Total receivables at 31 March	16,571	21,329

10. Cash and cash equivalents

	31/03/13	31/03/12
	£	£
Balance at 1 April	21,759	191,936
Net change in cash and cash equivalent balances	2,671	(170,177)
Balance at 31 March	24,430	21,759
The following balances at 31 March were held at:		
Commercial banks and cash in hand	24,430	21,759
Balance at 31 March	24,430	21,759

11. Trade payables and other current liabilities

11(a) Analysis by type

	31/03/13	31/03/12
	£	£
Amounts falling due within one year:		
Trade payables	81,148	25,092
Accruals and deferred income	52,440	120,309
Total	133,588	145,401

There are no trade payables or other current liabilities falling due after more than one year.

11(b) Intra-Government Payable Balances

	Amounts falling due within one year	
	31/03/13	31/03/12
	£	£
Balances with other central government bodies	99,882	86,693
Balances with local authorities	42	53
Balances with NHS Trusts	-	-
Balances with public corporations and trading funds	-	-
Sub-total: intra-government balances	99,924	86,746
Balances with bodies external to government	33,664	58,655
Total payables at 31 March	133,588	145,401

12. Provisions for liabilities and charges

There are no provisions for liabilities and charges during 2012-13.

13. Capital commitments

There are no contracted capital commitments at 31 March 2013 for which no provision has been made.

14. Commitments under leases

14.1 Operating leases

The Commission make use of premises and equipment where the operating lease is held by the Office of the First Minister and Deputy First Minister (OFMDFM). The Commission are invoiced directly by the lessor for the lease of the premises and equipment held by OFMDFM; the Commission does not have any future commitments in respect of these leases.

The lease of Headline Building was signed on 14 December 2012 for a further 15 years by the Department of Finance and Personnel (DFP) on behalf of OFMDFM; the lease was back-dated to 7 January 2012.

The Commission holds no operating leases in its own name.

Total future minimum lease payments under operating leases are given in the table below for each of the following periods.

	31/03/13	31/03/12
	£	£
Obligations under operating leases comprise:		
Office Equipment		
Not later than one year	-	76
Later than one year and not later than five years	-	-
Later than five years	-	-
	<hr/>	<hr/>
	-	76

14.2 Finance leases

The Commission had no finance leases operating during the year.

15. Other financial commitments

There are no contracted non-capital commitments at 31 March 2013 for which no provision has been made.

16. Financial instruments

IFRS 7 *Financial Instruments: Disclosures* requires the Commission to provide disclosure that enables evaluation of the significance of financial instruments for the Commission's financial position and performance, and the nature and extent of risks arising from financial instruments to which the Commission is exposed during the period and at the reporting date, and how the Commission manages those risks. Due to the largely non-trading nature of the Commission's activities and the way in which executive non-departmental bodies are financed, the Commission is not exposed to the degree of financial risk faced by business entities. Moreover, financial instruments play a much more limited role in creating or changing risk than would be typical of the listed companies to which IFRS 7 mainly applies.

The Commission has no powers to borrow or invest surplus funds and except for relatively insignificant purchases of foreign currency, financial assets and liabilities are generated by day-to-day operational activities and are not held to change the risks facing the Commission in undertaking its activities.

Classification of financial instruments

The Commission's financial assets are classified as trade receivables and other current assets (Note 9) and cash and cash equivalents (Note 10). The Commission's financial liabilities are trade payables and other current liabilities (Note 11). The carrying value of these financial assets and liabilities, as disclosed in the notes to the accounts, approximates to fair value because of their short maturities. All financial instruments held by the Commission are non-interest bearing.

Risk Management

Financial risks include credit risk, liquidity risk and market risks (interest rate and currency).

Credit risk

Credit risk is the risk that one party to a financial instrument will cause a financial loss for the other party by failing to discharge an obligation. The Commission is not exposed to significant credit risk and manages its exposure through its procurement policy. The maximum exposure to credit risk is represented by the carrying amounts of the trade receivables and other current assets carried in the Statement of Financial Position.

Liquidity risk

The Commission was financed by grant in aid from OFMDFM. The Commission is not, therefore, exposed to significant liquidity risks.

Currency Risk

Currency risk is the risk that the fair value of future cash flows of a financial instrument will fluctuate because of changes in foreign exchange rates.

The Commission drew down grant in aid from OFMDFM in sterling. The majority of payments made and received by the Commission are in sterling. Foreign currency income and expenditure is negligible. The Commission is not therefore exposed to currency risk.

Interest Rate Risk

Interest rate risk is the risk that the fair value or future cash flows of a financial instrument will fluctuate because of changes in market interest rates. All of the Commission's financial assets and liabilities are non-interest bearing. The Commission is therefore not exposed to any interest rate risk.

Fair values

Fair value is not significantly different from book value since, in the calculation of book value, the expected cash flows would have been discounted by the HM Treasury discount rate of 2.2 per cent in real terms if found to be material. No balances have been discounted for 2012-13.

17. Contingent liabilities

As at 31 March 2013, the Commission did not have any contingent liabilities, which require to be disclosed under IAS 37 *Provisions, Contingent Liabilities and Contingent Assets*.

18. Losses and special payments

18 (a) Losses Statement

	31/03/13		31/03/12	
	Number	£	Number	£
Total Losses under £250,000	5	1,058	4	533
Total Losses over £250,000	-	-	-	-

18 (b) Special Payments

There were no special payments made during the year.

19. Related-party transactions

The Commission is a non-departmental public body sponsored by OFMDFM; the Commission have had material transactions in the form of Grant in Aid with OFMDFM. The Commission have had material transactions in the form recharges for secondees, rent and rates with NICTS. OFMDFM and NICTS are regarded as related parties.

None of the Commission members, members of key management staff or other related parties have undertaken any material transactions with the Commission during the year.

20. Third-party assets

The Commission do not hold any third-party assets.

21. Prior year adjustments

There are no prior year adjustments in the year ended 31 March 2013.

22. Events after the Reporting Period

There were no material events post Statement of Financial Position for the year ended 31 March 2013.

Date of authorisation for issue

The Accounting Officer, Mr Edward Gorringer, authorised the issue of these financial statements on 18 September 2013.

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