

CRIMINAL INJURIES COMPENSATION APPEALS PANEL NORTHERN IRELAND



**Annual Report and Accounts for period
1st April 2004 to 31st March 2005**

CICAPNI – Annual Report – 1st April 2004 to 31st March 2005

Presented to the both Houses of Parliament by the Secretary of State for Northern Ireland pursuant to Section 8 of the Criminal Injuries Compensation (Northern Ireland) Order 2002

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1.

CHAIRMAN'S FOREWORD

CHAIRMAN'S FOREWORD



During the year, my third as Panel Chairman, the Panel has seen a substantial increase in the number of appeals received under the Northern Ireland Criminal Injuries Compensation Scheme 2002 (the Scheme).

In the final month of the financial year (March 2005) the Panel received 70 applications for appeal compared to 17 in the same month of the previous year. This is the highest number of appeals received in a single month since the Panel's inception bringing the total received in the year to 501. Although the Panel received fewer appeals than expected during the first 2 years of its existence the number of appeals received this year has reached and exceeded the expected level.

During the year both Panel Members and Staff have responded very well to the increase in the workload and continue to grow in confidence and ability as a result of the valuable experience gained in handling a much heavier workload and a greater variety in the nature of the cases.

As Chairman of the Panel my role has developed from one that focused initially on the recruitment, training and preparation of Panel Members to one of monitoring the work of the Panel and seeking to improve on the efficiency and consistency of the decision making process.

The work of the Panel is directly related to the work of the Compensation Agency. In that respect I would like to thank the management and staff of the Agency for their co-operation during the past year in particular the staff of the Presenting Officers Section. This section is the main point of contact between the two organisations and like the Panel its staff have benefited greatly from experience and improved their skills in both the preparation and presentation of cases. My thanks also to colleagues in CICAP, particularly my opposite number Roger Goodier, who have continued to provide advice and support to the Panel over the past year.

I am looking forward to leading the Panel into its fourth year and a year which will begin my second term of appointment as Chairman.

Oliver Loughran
Chairman CICAPNI

2.

ANNUAL REPORT

PANEL MEMBERSHIP, REMUNERATION AND STAFFING

Panel Membership

During the year the membership of the Panel remained the same with 23 members (18 male and 5 female) including the Panel Chairman Mr Oliver Loughran. The current term of appointment for the Chairman runs to the 30th April 2005 and for Panel Members it runs to the 31st July 2005. Membership is renewable on approval by the Secretary of State and feedback from Panel Members shows they find the job both interesting and rewarding and all but one wish to be considered to serve on the Panel for a second term.



Panel Remuneration

The Chairman and Panel Members are remunerated by way of a daily fee set by the Secretary of State. Currently the chairman receives £339 a day and Panel Members receive £238 per day.

Staffing

The staff of the Panel are Northern Ireland Office (NIO) civil servants appointed by the Secretary of State from the core NIO to undertake the support roles associated with the functions of the Panel. Their roles include allowing certain cases to go forward for hearing, issuing case papers,

inviting applicants and their representatives to attend hearings and serving on hearings days as receptionists and hearings clerks.

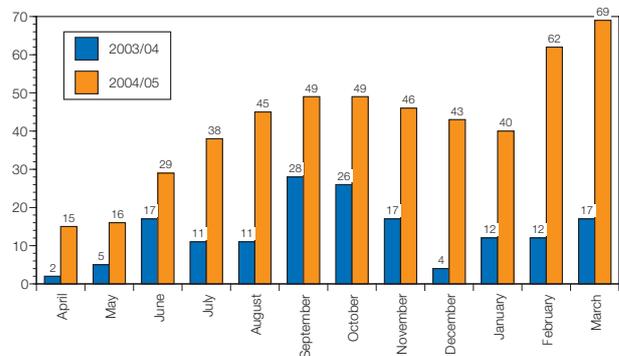
Staff are subject to the same level of remuneration and terms and conditions of service within the general pay structure approved by the NIO.

New applications for appeals received by the Panel

During the period 501 appeals were received which shows a substantial increase over the 162 received last year. In fact this represents a threefold increase in the number received in the previous year.

The 501 new applications for appeal received represent an appeal rate of just under one third (30%) of the 1690 applicants, who have their applications for compensation reviewed by the Compensation Agency.

Fig 1: "Appeals received per month"



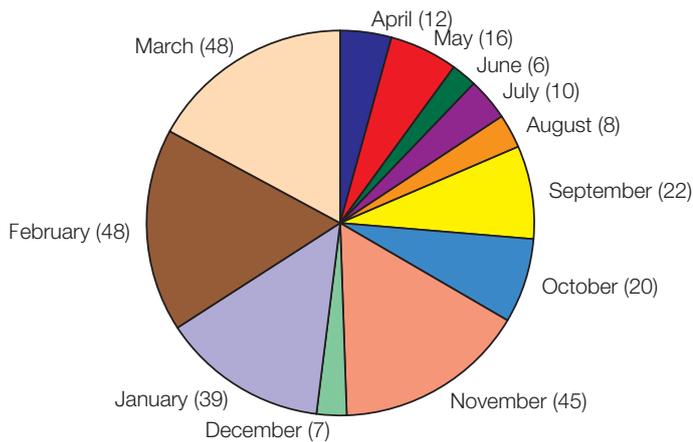
Tariff sittings

There were a total of 51 hearings days during the year compared with 6 during the period of the first report.

Appeals concluded in the period.

During the year the Panel processed 281 appeals. Out of that number 95 applicants won their appeals thus indicating a successful application rate of approximately 30%. The total value of awards made to the successful applicants amounted to £493,387.50.

Fig 2: "Appeals dealt with per month"



Appeals outstanding at the end of the period

The Panel began the year with a case load of 104 appeals. It received 501 new appeals and dealt with 281 leaving a balance of 324 cases requiring resolution by the end of the reporting period.

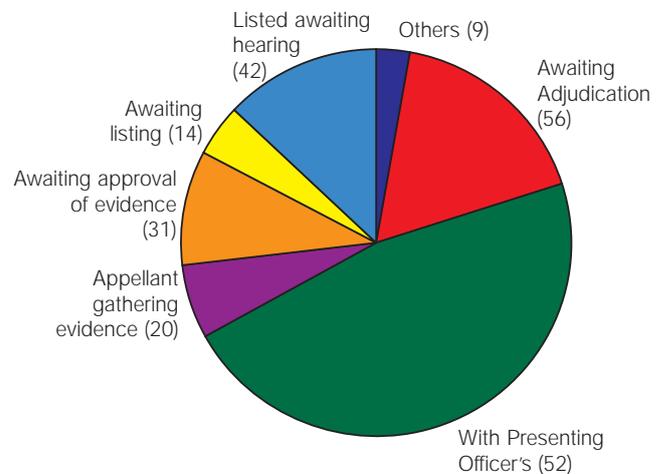
Out of that number 152 were with the Agency's Presenting Officer Section for the preparation of the hearings papers. The remaining 172 cases were with the Appeals Panel at various stages of the appeals process. There are a number of reasons why cases seemingly ready for hearing cannot be listed, namely:-

- unavailability of key witnesses, particularly police officers;
- an ongoing parallel civil claim in respect of the same incident which

can make it inappropriate for the case to be determined;

- an applicant suffering two or more separate criminal injuries, where it may be necessary for all cases to be appealed and heard at the same time so that justice can be done; or
- an impending criminal charge which may have a bearing on the appellants eligibility to receive an award

Fig 3: "Appeals remaining at the end of the period"



Targets and Performance

The Panel identified 5 main targets in its Business Plan for the period. Four out of those five targets were met successfully.

1. Resolve 80% of appeals received within 6 months

The Panel set out to clear 80% of all appeals received within 6 months of receipt. In order to meet this target the Panel was relying on the Presenting Officers Section of the Agency returning cases in shorter time than what actually was the case. As a result of that only 40% of cases were cleared within the target time.

The ability to attain this target was to some extent out with the control of the Panel.

2. Hear a maximum of 6 and a minimum of 4 cases each hearing day

The Panel performed well within its target hearing an average of 5.7 cases per day. The target is to list 6 cases per day allowing an average of 1 hour per case. It is sometimes difficult to maintain that average as there are often a variety of reasons for cases to be adjourned in advance of the hearing day but staff try to bring cases forward that are prepared to come before the Panel at short notice in order to maintain a full case load on each hearing day.



As the Panel grows in experience this target may be revised but at present 6 is about the right number of cases that can be processed by the Panel in a normal working day.

3. Keep the average administration cost per case below £1500

This target was set by looking at the average cost to our sister organisation in GB (CICAP). The average cost there was calculated at just over £1500.

During the year the Panel cleared a total of 281 cases at a total cost of £386,000 making the average cost per case £1374.

4. Keep the number of complaints received below 20

This target refers to the number of complaints received by the Panel as to how applicants and /or their representatives are treated in terms of the courtesy accorded to them by staff and Panel members, customer care, facilities etc. It does not include complaints made because applicants are unhappy with the decisions of the Panel.

During the course of the reporting period only one complaint was received from an applicant's representative. This was in connection with procedures at a hearing. The complaint was dealt with by the Chief Executive to the satisfaction of the applicant's representative.

5. Receive less than 8 applications for judicial review.

During the early years of operation of the Scheme it was thought that challenges would be brought against the decisions more frequently because of the newness of the Scheme. During the period of the report only 1 judicial review was sought against the decisions of the Panel well within the target figure of 8

Representation at Appeals

It is interesting to note that even though the Scheme does not meet the cost of an applicant's legal fees, quite a large percentage of applicants still choose to be legally represented at their appeals hearings. Victims Support NI also provides a free service to support applicants at appeal.

Out of the 281 cases heard during the period 217 (74%) applicants were legally represented and 32 (11%) were represented by Victims Support NI.

Judicial Reviews

There were two judicial reviews ongoing from the previous reporting period.

In one case the Court set aside the ruling of the adjudicator not to allow the case to be heard by the Panel. The case was later heard by the Panel and the applicant awarded £4,500 in compensation.



In the second case the court upheld the decision of the adjudicator at judicial review but the applicant then further appealed this decision to the High Court. This case was ongoing at the end of the reporting period.

During the period of the report itself the Panel received only one new application for a judicial review.

The applicant in this case appealed against a decision by the Panel to refuse compensation on the basis that she had not sustained an injury of a sufficiently serious nature as to attract an award at the lowest level of the Tariff (paragraph 25 of the Scheme). In particular compensation was refused on the basis the applicant did not suffer from a "disabling mental illness" as defined in the Scheme.

At judicial review the Panel's decision was set aside by the Court and the appeal returned to the Panel to arrange a new hearing in front of a different Panel.

A Look Forward

The signs are that the forthcoming year will be a very busy one for the Panel. The number of appeal applications has risen dramatically over the last 12 months and all the indications are for that trend to continue for the foreseeable future.

Hearings Panels have been sitting on average 3 days per week during the months leading up to the end of the reporting period. The level of operation will be kept under review as the workload increases. There is still capacity to operate a second Hearing Panel within the Panel's premises and to increase the number of hearings days per week. Staffing levels will also be kept under review to ensure that the efficiency and ability of the Panel is maintained in order to keep pace with the growing workload.

Targets to measure performance have been reviewed in the light of experience in order to improve performance in the coming year.

The coming months will also see the appointment for a second term of both the Chairman and Panel members for a further 3 year term. Work will continue on the development of the computer system as experience is gained and demands increase for additional reporting facilities.

Location of Panel Offices

The Panel's offices are located in the Cathedral Quarter area of Belfast City centre at:

The Corn Exchange Building
31, Gordon Street
Belfast
BT1 2LG

Telephone: 028 9092 4400

Fax: 028 9092 4420

Website: www.cicapni.org.uk

Email address: cicapni@nics.gov.uk

The offices are designed specifically for the purposes of the Panel. There are 2 hearing rooms and a number of smaller rooms available to facilitate the needs of appellants, their legal representatives or witnesses.

3.

2004/05 Accounts

(audited)

Foreword to Accounts

Background Information

1. This statement of accounts reports the financial outturn of the Criminal Injuries Compensation Appeals Panel for Northern Ireland (the Panel) for the year ended 31 March 2005. It has been prepared in accordance with the Accounts Direction given by the Secretary of State for Northern Ireland (Secretary of State) in accordance with section 8 of the Criminal Injuries Compensation (NI) Order 2002.
2. The Secretary of State is required to make arrangements for the payment of compensation to, or in respect of, persons who have sustained one or more criminal injuries. These arrangements are set out in the Northern Ireland Criminal injuries Compensation Scheme 2002 (the Scheme). Payments of compensation under the Scheme (known as the "Tariff" Scheme) are made by the Compensation Agency (the Agency). Appeals against decisions taken on review under the Scheme are determined by adjudicators. The Secretary of State appoints the adjudicators who are also appointed as members of the panel. The Secretary of State also appointed the Chairman of the Panel.
3. Section 8(2) of the Order requires that the Scheme includes provision for such persons, as the Secretary of State considers appropriate, to prepare a statement of accounts in each financial year in such form as the Secretary of State may direct. Under the Scheme the Accounting Officer must prepare such a statement of accounts for the Panel. The Chief Executive has been appointed as the accounting officer.
4. The Agency prepares its own separate annual report and accounts covering the compensation awards made.
5. The Panel is a tribunal Non-Departmental Public Body (NDPB). It was established from 1 May 2002 to determine appeals arising from claims for compensation for criminal injuries made on and after that date. It considers appeals solely on claims lodged under the Tariff Scheme.
6. There has been a scheme in existence in Northern Ireland for payment of compensation to victims of crimes of violence for over 30 years. Until May 2002 when the Tariff Scheme began, awards were made on the basis of common law damages.
7. The "2002" Scheme made changes to both the administration and the substance of compensation for criminal injuries.
8. An administrative secretariat serves the Panel. Its headquarters are in Belfast.

The Chairman and Panel Members

9. The Chairman was appointed from 1 May 2002 and 24 Panel Members were appointed from 1 August 2002. Two have resigned and the names of the remaining panel members are as follows:

Mr Oliver Loughran - Chairman

Mr John Baxter

Mr Harry Black

Mr John Duffy

Mr Francis Farrelly

Dr Ronald Galloway

Mrs Frances Gawn
Mr Robert Hall
Mr Kenneth Harper
Mr Thomas Haverty
Mr Pat Killen
Mr Con McAlister
Mrs Anna McCabe
Prof John McClure
Mr Eugene McGlone
Dr Patrick McGrath
Mrs Patricia McKaigue
Dr Robin McKee
Prof Cowan Meban
Mrs Elizabeth Monaghan
Mr David Moore
Mrs Catherine Phillips
Prof Herbert Wallace

Headquarters Staffing

10. The Panel has 7 staff at present including the Chief Executive.
11. The permanent staff are all Northern Ireland Office (NIO) employees appointed by the Secretary of State from the core NIO Department to undertake the support roles associated with the functions of the Panel. Their roles include deciding which appeals should be sent to oral hearing, an adjudicator or the Chairman, issuing of invitations to applicants and witnesses to attend the hearings, as well as serving as receptionists and hearings clerks at hearing.
12. The Panel is committed to developing each member of staff so that all reach their potential, to promoting and maintaining effective communication and consultation with its staff, and to creating and maintaining good morale. Team building is achieved by holding joint training sessions involving staff wherever possible, having regular staff meetings and by the issuing of written guidance.
13. The Panel does not discriminate against staff on any grounds including disability.

Review of Activities

14. The Panel's principal activity is determining appeals but the Panel is given the subsidiary duty (under paragraph 5 of the Scheme) of giving advice to the Secretary of State both on matters on which he seeks advice and on such other matters as it considers appropriate.
15. During 2004-2005 financial year the Panel received a total of 501 appeals. The total number of cases dealt with during the year ended the 31st March 2005 was 281.

Financial Aspects

16. The Panel is wholly funded by the Northern Ireland Office. The total funding for the 12 month period was £385.747.
17. The Panel prepares estimates and receives a budget to cover capital, administrative and payroll costs.

18. The Panels accounts for the year ended 31st March 2005 have been prepared on an accruals basis. The net operating expenditure for the period is £429,163. Details of the General Fund are given in Note 11 to the Accounts. An amount of £14,705 was transferred into the revaluation reserve as a result of an upward evaluation of some of the fixed assets. Details of the revaluation reserve are given on note 12 to the Accounts.
19. The panel supports the prompt payment initiative. The Northern Ireland Office (NIO) who is responsible for paying all of the Panel's invoices is also committed to the prompt payment of suppliers in accordance with the Confederation of British Industry (CBI) "Better Payment Practice Code". The target is for payment to be made within agreed payment terms or 30 days of receipt of invoices not in dispute for goods and services. The most recent prompt payment survey for 2004-05 showed that 89.6% of invoices were paid in accordance with the terms of this Code.
20. The Panel leases its Belfast accommodation and its fixed assets consist principally of its IT (computer) equipment, software and office furniture.
21. The Panel has undertaken development jointly with the Criminal Injuries Compensation Agency of the Tariff software. The software development costs have been split between the Agency and the Panel on an 80.8:19.2 basis. This was decided based on the number of stored procedures in the IT systems.

Future Development

22. The major development for the future is the continuation of the upgrading of the Panel's IT system.

Accounting Officer's Responsibilities

23. In accordance with the Scheme, the Accounting Officer must submit a report to the Secretary of State as soon as possible after the end of each financial year, dealing with the operation of the Scheme and the discharge of functions under it. In consequence an Annual Report will be prepared and laid before Parliament.

Auditor

24. The accounts are audited by the Northern Ireland Audit Office. Audit fees for 2004-05 are set at £5,000.



BILL GALLAGHER
*Chief Executive and Accounting Officer
Criminal Injuries Compensation Appeals
Panel for Northern Ireland
8 December 2005*

Statement of Criminal Injuries Compensation Appeals Panel's and Accounting Officer's Responsibilities

The Panel's Responsibilities

1. Under the Cabinet Office's Guidance on Codes of Best Practice for Board Members of Public Bodies, the Panel is responsible for ensuring propriety in its use of public funds and for the proper accounting of their use.
2. Paragraph 4 of the Northern Ireland Criminal Injuries Compensation Scheme 2002 requires the Accounting Officer of the Panel to prepare a statement of accounts in each financial year in such form and on the basis directed by the Secretary of State. The accounts are to be prepared on an accruals basis and must give a true and fair view of the Panel's state of affairs at the year-end and of its income and expenditure, recognised gains and losses and cash flows for the financial year.
3. In preparing the accounts the Panel is required to:
 - observe the accounts direction issued by the Secretary of State, 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 have been followed, and disclose and explain any material departures in the financial statements; and
 - prepare the statements on the going concern basis unless it is inappropriate to presume that the Panel will continue in operation.

The Accounting Officer's Responsibilities

4. The Accounting Officer for the Northern Ireland Office has appointed the Chief Executive of the Panel as its Accounting Officer. His relevant responsibilities as the Accounting Officer, including his responsibility for the propriety and regularity of the public finances and for the keeping of proper records, as set out in the Non-Departmental Public Bodies' Accounting Officers' Memorandum issued by the Treasury and published in Government Accounting.



BILL GALLAGHER
Chief Executive
Criminal Injuries Compensation Appeals
Panel for Northern Ireland
8 December 2005

Statement on Internal Control

Scope of Responsibility

1. As Accounting Officer I have responsibility for maintaining a sound system of internal control that supports the achievement of CICAPNI's policies, aims and objectives while safeguarding the public funds and the Appeals Panel's assets for which I am personally responsible in accordance with the responsibilities assigned to me in Government Accounting. CICAPNI's constitution is governed by a management statement and financial memorandum agreed with the Northern Ireland Office (NIO).

The Purpose of the System of Internal Control

2. 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. The system of internal control is based on an ongoing process designed to identify and prioritise the principal risks to the achievement of the Panel's policies, aims and objectives, to evaluate the likelihood of those risks being realised and the impact should they be realised and to manage them efficiently, effectively and economically. The system of internal control has been in place in CICAPNI for the year ending 31 March 2005 and up to the date of approval of the annual report and accounts and accords with Treasury guidance.

Capacity to Handle Risk

3. Executive responsibility for risk management within the Panel rests with me as Accounting Officer and Chief Executive. I have attended and will attend in the future corporate governance and risk management training and seminars to keep me up to date on developments within that sector of management. A risk strategy has been established and has been communicated to all staff within the Panel who are trained to manage risks in a way appropriate to their responsibilities and duties.

The Risk and Control Framework

4. In order to ensure risk management is effective, a risk register has been prepared with the help of internal auditors, which includes all identifiable risks and prioritises them by likelihood and impact. Each risk has been assigned an owner who is responsible for ensuring that the necessary actions are taken within a timescale. The risk register is reviewed and updated accordingly.
5. The control framework is based on:
 - The examination of financial management reports produced by the Financial Services Division of the NIO.
 - The review of financial procedures including the segregation of duties in particular in connection with payment processing.
 - An established system of financial planning and budgeting with the annual budget being agreed with the NIO.
 - A report by the internal auditors appointed by the Panel who carried out an audit of its systems in March 2005.

Review of Effectiveness

6. As Accounting Officer for the Panel I also have responsibility for reviewing the effectiveness of the system of internal control. My review of the effectiveness of this system is informed by the internal auditors and comments made by the external auditors in their management letter and other reports. Auditors have advised me on the implications of the results of my review of the effectiveness of the systems of internal control. I am in the process of implementing recommendations made by the internal auditors to address weaknesses and ensure continuous improvement of the systems in place. Currently systems in place include the following:

- Regular reviews by senior management of risks at all levels within CICAPNI.
- Annual internal audit reviews conducted by the independent auditors to test the adequacy and effectiveness of systems of internal control as defined in the Government Internal Audit Manual.
- Establishment of key performance and risk indicators.

As well as the assurance provided by effective internal controls additional assurance is provided by the fact that the Panel operates as a budget centre within the core NIO. It is therefore subject to the scrutiny and control implicit in the financial management system operated by the core department.



BILL GALLAGHER
*Chief Executive and Accounting Officer
Criminal Injuries Compensation Appeals
Panel for Northern Ireland
8 December 2005*

The Certificate and Report of the Comptroller and Auditor General to the Houses of Parliament

I certify that I have audited the financial statements on pages 23 to 36 under the Criminal Injuries Compensation (Northern Ireland) Order 2002. These financial statements have been prepared under the historical cost convention as modified by the revaluation of certain fixed assets and the accounting policies set out on pages 26 and 27.

Respective Responsibilities of the Criminal Injuries Compensation Appeals Panel for Northern Ireland, the Chief Executive and Auditor

As described on page 18, the Criminal Injuries Compensation Appeals Panel for Northern Ireland and Chief Executive are responsible for the preparation of the financial statements in accordance with the Criminal Injuries Compensation (Northern Ireland) Order 2002 and directions made thereunder by the Secretary of State for Northern Ireland and for ensuring the regularity of financial transactions. The Criminal Injuries Compensation Appeals Panel for Northern Ireland and Chief Executive are also responsible for the preparation of other contents of the Annual Report. My responsibilities, as independent auditor, are established by statute and I have regard to the standards and guidance issued by the Auditing Practices Board and the ethical guidance applicable to the auditing profession.

I report my opinion as to whether the financial statements give a true and fair view and are properly prepared in accordance with the Criminal Injuries Compensation (Northern Ireland) Order 2002 and the Secretary of State's directions made thereunder, and whether in all material respects the expenditure and income have been applied to the purposes intended by Parliament and the financial transactions conform to the authorities which govern them. I also report if, in my opinion, the Foreword is not consistent with the financial statements, if the Criminal Injuries Compensation Appeals Panel for Northern Ireland has not kept proper accounting records, or if I have not received all the information and explanations I require for my audit.

I read the other information contained in the Annual Report and consider whether it is consistent with the audited financial statements. I consider the implications for my certificate if I become aware of any apparent misstatements or material inconsistencies with the financial statements.

I review whether the statement on pages 19 and 20 reflect the Criminal Injuries Compensation Appeals Panel for Northern Ireland's compliance with Treasury's guidance on the Statement on Internal Control. I report if it does not meet the requirements specified by Treasury, or if the statement is misleading or inconsistent with other information I am aware of from my audit of the financial statements. I am not required to consider, nor have I considered whether the Accounting Officer's Statement on Internal Control covers all risks and controls. I am also not required to form an opinion on the effectiveness of the Criminal Injuries Compensation Appeals Panel for Northern Ireland's corporate governance procedures or its risk and control procedures.

Basis of Audit Opinion

I conducted my audit in accordance with United Kingdom Auditing Standards issued by the Auditing Practices Board. An audit includes examination, on a test basis, of evidence relevant to the amounts, disclosures and regularity of financial transactions included in the financial statements. It also includes

an assessment of the significant estimates and judgements made by the Criminal Injuries Compensation Appeals Panel for Northern Ireland and Chief Executive in the preparation of the financial statements, and of whether the accounting policies are appropriate to the Criminal Injuries Compensation Appeals Panel for Northern Ireland's circumstances, consistently applied and adequately disclosed.

I planned and performed my audit so as to obtain all the information and explanations which I considered necessary in order to provide me with sufficient evidence to give reasonable assurance that the financial statements are free from material misstatement, whether caused by error, or by fraud or other irregularity and that, in all material respects, the expenditure and income have been applied to the purposes intended by Parliament and the financial transactions conform to the authorities which govern them. In forming my opinion I have also evaluated the overall adequacy of the presentation of information in the financial statements.

Opinion

In my opinion:

- the financial statements give a true and fair view of the state of affairs of the Criminal Injuries Compensation Appeals Panel for Northern Ireland at 31 March 2005 and of the deficit, total recognised gains and losses and cash flows for the period then ended, and have been properly prepared in accordance with the Criminal Injuries Compensation (Northern Ireland) Order 2002 and directions made thereunder by the Secretary of State for Northern Ireland; and
- in all material respects the expenditure and income have been applied to the purposes intended by Parliament and the financial transactions conform to the authorities which govern them.

I have no observations to make on these financial statements.



JOHN BOURN
Comptroller and Auditor General
20 January 2006

National Audit Office
157-197 Buckingham Palace Road
Victoria,
LONDON SW1W 9SP

Statement of Expenditure for the year ended 31 March 2005

	Note	Year ended 31 March 2005 £	Year ended 31 March 2004 £
EXPENDITURE			
Staff Costs	2	206,211	171,912
Other operating expenses	3	117,704	124,471
Depreciation	5&6	68,639	70,512
Notional Costs	4	19,991	23,833
Permanent diminution	5	16,618	42,107
		429,163	432,835
Operating Deficit for the period		(429,163)	(432,835)

Statement of Total Recognised Gains and Losses for the year ended 31 March 2005

		2005 £	2004 £
Net gain on revaluation of fixed assets	5	17,011	1,880
Backlog depreciation on revaluation	5	(2,306)	(119)
Total recognised gains for the financial year		14,705	1,761

The notes on pages 26 to 36 form part of this account.

Balance Sheet as at 31 March 2005

	Note	31 March 2005 £	31 March 2004 £
Fixed Assets			
Tangible Assets	5	289,622	309,368
Intangible Assets	6	68,888	108,628
		<u>358,510</u>	<u>417,996</u>
Current Assets			
Cash	7	186	291
Debtors	8	7,053	-
Prepayments	9	5,238	7,394
		<u>12,477</u>	<u>7,685</u>
Current Liabilities			
Creditors due within one year	10	(12,561)	(66,503)
Net Current Liabilities		<u>(84)</u>	<u>(58,818)</u>
Total Assets less Liabilities		<u>358,426</u>	<u>359,178</u>
Financed By:			
Capital and Reserves			
General Fund	11	343,895	357,417
Revaluation reserve	12	14,531	1,761
		<u>358,426</u>	<u>359,178</u>

Signed on behalf of the Criminal Injuries Compensation Appeals Panel for Northern Ireland.



Bill Gallagher
 Chief Executive and Accounting Officer
 8 December 2005

The notes on pages 26 to 36 form part of this account.

Cash Flow Statement for the year ended 31 March 2005

	Note	2004/05 £	2003/04 £
Cash Outflow from Continuing Operating Activities	13	(335,917)	(318,848)
Capital Expenditure			
Payments to acquire fixed assets	5	(49,935)	(62,361)
		(385,852)	(381,209)
Cash Outflow before Financing			
Financing	11	385,747	381,442
(Decrease)/Increase in Cash	7	(105)	233

The notes on pages 26 to 36 form part of this account.



Bill Gallagher
Chief Executive and Accounting Officer
8 December 2005

Notes to the Accounts

1. ACCOUNTING POLICIES

(a) Basis of Accounts

The financial statements have been prepared on an accruals basis in accordance with the Accounts Direction given by the Secretary of State for Northern Ireland under paragraph 4 of the scheme in accordance with Section 8 of the Order. The accounts are prepared using the historic cost convention modified by the inclusion of fixed assets at current cost.

(b) Accounting Conventions

The accounts meet:

- (i) the accounting and disclosure requirements of the Companies NI Order to the extent that such requirements are appropriate to the Panel and are in line with the requirements of the Accounts Direction;
- (ii) standards issued by the Accounting Standards Board;
- (iii) disclosure and accounting requirements of the Treasury; and
- (iv) the requirements of the Accounts Direction and the Financial Memorandum issued to the Panel by the Secretary of State for Northern Ireland.

(c) Income

As the Criminal Injuries Compensation Appeals Panel for NI (the Panel) does not receive grant-in-aid, income is not shown on the face of the income and expenditure account. All accounting transactions are processed through the Northern Ireland Office (NIO) and are included in the NIO Resource Account.

(d) Fixed Assets

Assets (both tangible and intangible) are capitalised as Fixed Assets if they are intended for use on a continuous basis and their original purchase cost, on an individual or grouped basis, is £1,000 or more. Fixed Assets are valued at current replacement cost by using the Price Index Numbers for Current Cost Accounting published by the Office for National Statistics. Any surplus on revaluation is credited to the Revaluation Reserve. A deficit on revaluation is debited to the Income and Expenditure Account if the deficit exceeds the balance on the Revaluation Reserve.

(e) Depreciation

Depreciation is provided on all Fixed Assets on a straight-line basis to write off the cost or valuation evenly over the asset's anticipated life as follows:

Office Refurbishment	–	ten years
Computer Equipment	–	five years
Furniture and Office Equipment	–	up to fifteen years
Software Development	–	five years
Licences	–	three years

The Office Refurbishment life is set to correlate with the lease on the premises.

(f) Notional Charges

A notional charge, reflecting the cost of capital utilised by the Panel is included in the operating costs. The charge is calculated at the government's standard rate of 3.5% in real terms using the average net book values of the assets and liabilities.

In addition, the accounts reflect a notional charge in respect of services provided by the Northern Ireland Office on behalf of the Appeals Panel. The calculation is based on a formula for unit cost per person multiplied by Appeals Panel staff numbers.

(g) Value Added Tax

The Panel is not eligible to register for VAT and all costs are shown inclusive of VAT.

(h) Pensions

Past and present employees are covered by the provisions of the Civil Service Pension Schemes which are described at note 2(f). The defined benefit elements of the schemes are unfunded and are non-contributory except in respect of dependants' benefits. The organisation 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 Principal Civil Service Pension Schemes NI (PCSPSNI) of amounts calculated on an accruing basis. Liability for payment of future benefits is a charge on the PCSPSNI. In respect of the defined contribution elements of the schemes, the organisation recognises the contributions payable for the year.

2. STAFF COSTS AND NUMBERS

(a) Panel Members

Panel Member emoluments were as follows:

Panel Member's Name	Year ended 31 March 2005 Salary £	Year ended 31 March 2004 Salary £
Mr John Baxter	1,451	485
Mr Harry Black	4,437	2,010
Mr Peter Curran	0	33
Mr John Duffy	5,146	2,002
Mr Francis Farrelly	1,194	624
Dr Ronald Galloway	1,727	626
Mrs Frances Gawn	2,021	642
Mr Robert Hall	1,494	419
Mr Kenneth Harper	1,231	678
Mr Thomas Haverty	1,106	465
Mr Patrick Killen	1,264	724
Professor Stuart Lewis	0	33
Mr Oliver Loughran	9,729	4,107
Mr Con McAlister	1,463	147
Mrs Anna McCabe	1,598	853
Professor John McClure	1,543	690
Mr Eugene McGlone	736	621
Dr Patrick McGrath	986	526
Mrs Patricia McKaigue	2,070	754
Dr Robin McKee	977	384
Professor Cowan Meban	2,486	638
Mrs Elizabeth Monaghan	2,556	461
Mr David Moore	1,132	661
Mrs Catherine Phillips	1,007	695
Professor Herbert Wallace	2,496	663
TOTAL	49,850	19,941

(b) Chief Executive's Remuneration

During the year the Chief Executive's total remuneration, excluding pension contributions was £35,782. The Chief Executive is an ordinary member of the Principal Civil Service Pension Scheme (NI).

(c) Senior Employees

The salary and pension entitlement of the most senior employee was as follows:

Name/Title	Age	Salary	Benefits in kind	Real increase in pension at age 60	Total accrued pension at age 60 at 31 March 2005	CETV at 31/3/04 (nearest £K)	CETV at 31/3/05 (nearest £K)	Real increase CETV after adjustment for inflation and changes in market investment factors (nearest £K)
		£'000	£'000	£'000	£'000	£'000	£'000	£'000
Mr B Gallagher Chief Executive	56	35-40	N/A	0-2.5	15-20	241	260	9

(d) Staff Costs including Panel Members' remuneration

	Year ended 31 March 2005 £	Year ended 31 March 2004 £
Panel Members		
Salaries and Emoluments	49,850	19,941
Social Security Contributions	1,676	564
Total	51,526	20,505
Staff		
Salaries and Emoluments	129,708	126,072
Social Security Contributions	8,982	8,753
Pension Contributions	15,995	16,582
Total	154,685	151,407
Employment Costs including Panel Members		
Salaries and Emoluments	179,558	146,013
Social Security Contributions	10,658	9,317
Pension Contributions	15,995	16,582
Total	206,211	171,912

(e) Average Number of Staff

The average number of full time equivalent persons employed during the 11 month period (excluding Panel Members) were as follows:

	2005	2004
Management and executive	1	1
Administrative and support staff	6	6
Total	7	7

(f) Pensions

Pension benefits are provided through the Civil Service pension arrangements. From 1 October 2002, civil servants may be in one of three statutory based “final salary” defined benefit schemes (classic, premium and classic plus). New entrants after 1 October 2002 may choose between membership of premium or joining a good quality “money purchase” stakeholder based arrangement with a significant employer contribution (partnership pension account).

(i) Classic Scheme

Benefits accrue at a rate of 1/80th of final pensionable salary for each year of service. In addition, a lump sum equivalent to three years’ pension is payable on retirement. Members pay contributions of 1.5 per cent of pensionable earnings. On death, pensions are payable to the surviving spouse at the rate of half the members’ pension. On death in service, the scheme pays a lump sum benefit of twice pensionable pay and also provides a service enhancement on computing the spouse’s pension. The enhancement depends on length of service and cannot exceed 10 years. Medical retirement is possible in the event of serious ill health. In this case, pensions are brought into payment immediately without actuarial reduction and with service enhanced as for widow(er) pensions.

(ii) Premium Scheme

Benefits accrue at a rate of 1/60th of final pensionable earnings for each year of service. Unlike classic, there is no automatic lump sum, but members may commute some of their pension to provide a lump sum up to a maximum of 3/80ths of final pensionable earnings for each year of service or 2.25 times pension if greater (the commutation rate is £12 of lump sum for each £1 of pension given up). For the purposes of pension disclosure the tables assume maximum commutation. Members pay contributions of 3.5 per cent of pensionable earnings. On death, pensions are payable to the surviving spouse or eligible partner at a rate of 3/8ths the member’s pension (before any commutation). On death in service, the scheme pays a lump-sum benefit of three times pensionable earnings and also provides a service enhancement on computing the spouse’s pension. The enhancement depends on the length of service and cannot exceed 10 years. Medical retirement is possible in the event of serious ill health. In this case, pensions are brought into payment immediately without actuarial reduction. Where the member’s ill health is such that it permanently prevents them undertaking any gainful employment, service is enhanced to what they would have accrued at age 60.

(iii) Classic Plus Scheme

This is essentially a variation of premium, but with benefits in respect of service before 1 October 2002 calculated broadly as per classic.

Pensions payable under classic, premium and classic plus are increased in line with the Retail Price Index.

(iv) Partnership Pension Account

This is a stakeholder-type arrangement where the employer pays a basic contribution of between 3 per cent and 12.5 per cent (depending on the age of the member) into a stakeholder pension product. The employee does not have to contribute but where they do make contributions, these will be matched by the employer up to a limit of 3 per cent (in addition to the employer’s basic contribution). Employers also contribute a further 0.8 per cent of pensionable salary to cover the cost of risk benefit cover (death in service and ill health retirement). The member may retire at any

time between the ages of 50 and 75 and use the accumulated fund to purchase a pension. The member may choose to take up 25 per cent of the fund as a lump sum.

The Principal Civil Service Pension Scheme(NI) (PCSPNI) is an unfunded multi-employer defined benefit scheme but the Criminal Injuries Compensation Appeals Panel (NI) is unable to identify its share of the underlying assets and liabilities. A full actuarial valuation was carried out as at 31 March 2003. Details can be found in the resource accounts of the Cabinet Office: Superannuation (www.civilservice-pensions.gov.uk)

For the year ended 31 March 2005, employer contributions of £15,995 were payable to PCSPS (NI) at one of four rates in the range of 12 to 18.5 per cent of Pensionable pay, based on salary bands. Rates will remain the same for the next year, subject to revalorisation of the salary bands. Employer contributions are to be reviewed every four years following a full scheme valuation by the Government Actuary. The contribution rates reflect benefits as they are accrued, not when the costs are actually incurred, and reflect past experience of the scheme.

No employees who joined after 1 October 2002 opened a partnership pension account.

Remuneration received by Panel Members is non-pensionable.

3. OTHER OPERATING EXPENSES

	Year ended 31 March 2005 £	Year ended 31 March 2004 £
Repairs and Maintenance	860	96
Accommodation	72,388	83,489
Post Office and Telephone Services	12,723	12,207
Office Supplies	13,377	8,987
Professional Advisers	5,913	5,968
Hire of Equipment	2,231	2,231
Other Expenses	1,576	365
Training	0	1,715
Travel and Subsistence	3,636	4,413
Audit Fees	5,000	5,000
	<u>117,704</u>	<u>124,471</u>

4. NOTIONAL COSTS

	2005 £	2004 £
Cost of Capital	12,318	12,948
Notional Administration Costs	6,364	2,988
Notional Personnel Costs	1,309	2,750
Notional legal fees	0	5,147
	<u>19,991</u>	<u>23,833</u>

The notional administration and personnel costs relate to services provided by the Northern Ireland Office.

5. TANGIBLE FIXED ASSETS

	Refurbishment Costs £	Furniture and Office Equipment £	Computer Equipment £	Total £
Cost at 1 April 2004	297,135	24,952	41,889	363,976
Additions	0	0	3,098	3,098
Transfers in	0	0	8,676	8,676
Transfers out	0	0	(708)	(708)
Revaluation	15,699	1,312	(5,224)	11,787
Cost at 31 March 2005	<u>312,834</u>	<u>26,264</u>	<u>47,731</u>	<u>386,829</u>
Depreciation at 1 April 2004	42,036	2,058	10,514	54,608
Provided during the year	32,235	1,751	7,528	41,514
Backlog depreciation	2,917	109	(1,221)	1,085
Depreciation at 31 March 2005	<u>76,468</u>	<u>3,918</u>	<u>16,821</u>	<u>97,207</u>
Net Book Value at 31 March 2005	<u>236,366</u>	<u>22,346</u>	<u>30,910</u>	<u>289,622</u>
Net Book Value at 31 March 2004	<u>255,099</u>	<u>22,894</u>	<u>31,375</u>	<u>309,368</u>
Payments to Acquire Fixed Assets:				
	£			
Additions	3,098			
Change in capital creditors	(46,837)			
Amount paid in period	<u>49,935</u>			

6. INTANGIBLE FIXED ASSETS

	Software Development £	Total £
Cost at 1 April 2004	153,444	153,444
Additions	0	0
Disposals	(17,819)	(17,819)
Cost at 31 March 2005	<u>135,625</u>	<u>135,625</u>
Depreciation at 1 April 2004	44,816	44,816
Provided during the year	27,125	27,125
Backlog Depreciation	(5,204)	(5,204)
Depreciation at 31 March 2005	<u>66,737</u>	<u>66,737</u>
Net Book Value at 31 March 2005	<u>68,888</u>	<u>68,888</u>
Net Book Value at 31 March 2004	<u>108,628</u>	<u>108,628</u>

7. CASH IN HAND

	2005 £	2004 £
Cash in Hand	<u>186</u>	<u>291</u>
	<u><u>186</u></u>	<u><u>291</u></u>

8. DEBTORS

	2005 £	2004 £
Sundry debtors	<u>7,053</u>	<u>-</u>
	<u><u>7,053</u></u>	<u><u>-</u></u>

9. PREPAYMENTS

	2005 £	2004 £
Accommodation	3,654	4,171
Other	<u>1,584</u>	<u>3,223</u>
	<u><u>5,238</u></u>	<u><u>7,394</u></u>
	2,019	

10. CREDITORS DUE WITHIN ONE YEAR

	31 March 2005 £	31 March 2004 £
Other Creditors	11,278	18,383
Capital Creditors	<u>1,283</u>	<u>48,120</u>
	<u><u>12,561</u></u>	<u><u>66,503</u></u>

11. GENERAL FUND

	2005 £	2004 £
Opening balance at 1 April	357,417	384,977
Transfer from income and expenditure account	(429,163)	(432,835)
Notional Costs	19,991	23,833
Request for resources	385,747	381,442
Transfer from revaluation reserve	1,935	-
Take on cost of Assets Transferred in	8,676	-
Net book value of assets transferred out	(708)	-
	<u>343,895</u>	<u>357,417</u>
General Fund at 31 March 2005	<u><u>343,895</u></u>	<u><u>357,417</u></u>

12. REVALUATION RESERVE

	2005 £	2004 £
Balance at 1 April	1,761	-
Gain on revaluation	17,011	1,880
Backlog depreciation on upward revaluation of assets	(2,306)	(119)
Realised element of depreciation transferred to general fund	(19,35)	-
	<u>14,531</u>	<u>1,761</u>
Balance at 31 March 2005	<u>14,531</u>	<u>1,761</u>

13. RECONCILIATION OF RESULT FOR THE PERIOD TO NET CASH FLOW FROM OPERATING ACTIVITIES

	2005 £	2004 £
Result for the year	(429,163)	(432,835)
Depreciation	68,639	70,512
Diminution in fixed assets	16,618	42,107
Notional Costs	19,991	23,833
Increase in debtors	(4,897)	(5,375)
Increase in other creditors	(7,105)	(17,090)
	<u>(335,917)</u>	<u>(318,848)</u>
Net cash flow from operating activities	<u>(335,917)</u>	<u>(318,848)</u>

14. CAPITAL COMMITMENTS

At 31 March 2005 there were no capital commitments contracted for.

15. COMMITMENTS UNDER OPERATING LEASES

Payable in the following year relating to operating leases that expire:

	Buildings	Other	Total £
Within one year	-	-	-
Between one and five years	-	2,231	2,231
After 5 years	43,358	-	43,358
	<u>43,358</u>	<u>2,231</u>	<u>45,589</u>
Total	<u>43,358</u>	<u>2,231</u>	<u>45,589</u>

16. CONTINGENT LIABILITIES

There were no contingent liabilities at 31 March 2005.

17. POST BALANCE SHEET EVENTS

There were no post balance sheet events to report.

18. RELATED PARTY TRANSACTIONS

The Northern Ireland Office and the Criminal Injuries Compensation Agency are related parties to the Panel. During the year ended 31 March 2005 the Northern Ireland Office provided the Panel with Government Funding.

None of the Panel Members of the Criminal Injuries Compensation Appeals Panel for Northern Ireland, key managerial staff or related parties have undertaken any material transactions with the Panel during this period.

19. LOSSES AND SPECIAL PAYMENTS

There were no losses or special payments during the 12 months ended 31 March 2005.

20. FINANCIAL INSTRUMENTS

FRS13, Derivatives and Other Financial Instruments, requires disclosure of the role which financial instruments have had during the year in creating or changing the risks an entity faces in undertaking its activities. Due to the non-trading nature of its activities and the way in which Non-Departmental Public Bodies are financed, the Criminal Injuries Compensation Appeals Panel (NI) 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 FRS13 mainly applies. The Panel has no powers to borrow or invest surplus funds and has limited end year flexibility. Financial assets and liabilities are generated by day-to day operational activities and are not held to change the risks facing the Panel in undertaking its activities.

As permitted by FRS13, debtors and creditors which mature or become payable within 12 months from the balance sheet date have been excluded from this disclosure.

Liquidity Risk

The panel is financed by the Northern Ireland Office and is accountable to Parliament through the Secretary of State for Northern Ireland and is therefore not exposed to significant liquidity risk.

Interest Rate Risk

All financial assets and financial liabilities of the Panel carry nil rates of interest and are therefore not exposed to interest-rate risk.

Currency Risk

The Panel does not trade in foreign currency and therefore has no exposure to foreign currency risk.

Fair Values

The book values and fair values of the Panel's financial assets and financial liabilities as at 31 March 2005 are set out below:

Primary Financial Instruments

	Book Value	Fair Value
	£	£
Financial Assets:		
Cash at Bank	186	186
Financial Liabilities:		
None	N/A	N/A

4.

CHAIRMAN AND PANEL MEMBERS

CHAIRMAN AND PANEL MEMBERS

Below are the names and some background information on the Chairman and Panel Members of the Criminal Injuries Compensation Appeals Panel for Northern Ireland.

CHAIRMAN

Mr Oliver Loughran BA is a solicitor and senior partner in his own legal practice. He is also a member of the Law Society where he served on the Council for three years. He is a past President of the Omagh Rotary Club.

PANEL MEMBERS

Mr John Baxter is a former senior partner in a private law practice in Coleraine and a member of the Law Society's Practice Advisory Service. He has held a number of public appointments in the past and is presently the Deputy Coroner for North Antrim and a member of the Council of the University of Ulster

Mr Harry Black is a self-employed Barrister who lives in the Dungannon area. He has over 20 years experience of appearing for clients in the Northern Ireland Courts, mostly in matters of criminal law, personal injuries litigation and criminal injury appeals. He is also a part-time, legally qualified member of the Appeals Service of Northern Ireland and regularly sits on panels adjudicating in matters of Social Security.

Mr John Duffy has over 20 years experience as a Solicitor in private general practice. He has been a member of the Law Society's Children Order Panel and is currently a Chairman of Social Security and Disability Appeal Tribunals.

Mr Francis Farrelly is a self employed Barrister at Law practising in general civil and criminal work. He is a part-time Chairman of a Social Security Appeals Panel . He also sits as an Immigration Judge for the Court Service in England.

Dr Ronald Galloway was Consultant Psychiatrist and Medical Director at Craigavon/Banbridge Community HSS Trust prior to his retirement in 1998. He lives in Belfast. He is currently a Medical Member of the Mental Health Commission and transitional Member of the Life Sentence Review Commissioners.

Mrs Frances Gawn lives in Bangor and prior to her retirement was a nurse, midwife and health visitor who has had experience in the statutory, voluntary and private sectors both in Northern Ireland and England. She has been a member of numerous working groups both locally and nationally and a campaigner for service standards.

Mr Robert Hall OBE, QGM, MA, MCIPD, is a retired senior police officer. He lives in Co Antrim and is currently working as a training consultant nationally.

Mr Kenneth Harper is a retired senior Fire Officer and lives in Whitehead. He served as Deputy Chief Officer in the Northern Ireland Fire Brigade and as National Commander of the New Zealand Fire Service. He is a Winston Churchill Fellow and Member of the Institution of Fire Engineers. He is currently a member of the Fire Authority for Northern Ireland.

Mr Thomas Haverty M Sc was employed by the Western Health and Social Services Board, holding the posts of District Social Services Officer, Assistant Director of Social Services, and Service Planner. He was formerly a member of the Advisory Committee on Travellers and The Central Personal Social Services Advisory Committee. He is currently a Commissioner in the Equality Commission.

Mr Patrick Killen lives in Dungannon and is a former Chief Executive of the Tyrone Crystal group of companies. He is now an independent Management Consultant and a Member of the Probation Board for Northern Ireland. He also serves as a Panel Member for the Office of the Industrial Tribunals and Fair Employment Tribunals, Northern Ireland.

Mr Con McAlister is a self employed Solicitor who works and lives in Belfast. His other public appointments include part time Chairman of the Appeals Service of Northern Ireland, part time President of the Mental Health Review Tribunal and Deputy Chairman of the Central Service Agency's Discipline Committees.

Mrs Anna McCabe OBE lives in Belfast and has spent her career within the clinical and managerial fields of nursing and formerly was a Director of Nursing at Belfast City Hospital Trust.

Professor John McClure is an Emeritus Professor of Pathology of the University of Manchester Medical School and part time Consultant Histopathologist at the Robert James and Agnes Hunt Orthopedic and District NHS Trust Oswestry. In addition to practising hospital laboratory medicine he is interested in medicolegal matters and is qualified in forensic medicine.

Dr Patrick McGrath is a retired GP/hospital doctor who continues to practice medicine as a forensic physician. He is Chairman of the Northern Ireland Association of Forensic Medical Officers and holds a number of appointments with the General Medical Council, sitting on the Fitness to Practice Committee and acting as a professional examiner. He has been appointed as an Honorary Senior Lecturer in clinical forensic medicine at the University of Ulster. He also serves on the Social Security Appeals Tribunal and the Life Sentence Review Commission.

Mrs Patricia McKaigue is a Solicitor and lives in Belfast. She has worked in both the private and public sectors.

Dr Robin McKee is a practicing General Practitioner living and working in Belfast and the Medical Director for North and West Belfast HSS Trust in the Community. He has extensive experience in both Disability and Social Security Appeals Panels.

Professor Cowan Meban was a consultant in Anatomy at the Royal Victoria Hospital and a Professor of Anatomy at Queen's University, Belfast. In addition, he gave lectures on behalf of the Northern Ireland Council for Postgraduate Medical and Dental education. He currently works for the Medical School at Queen's on a part-time basis.

Mrs Elizabeth Monaghan is a practising Solicitor who lives and works in Omagh and is a member of the Western Health and Social Services Board Discipline Committee.

Mr David Moore is a retired lecturer in Law at Queen's University of Belfast. He is General Commissioner of Income Tax, Ards and Newry Division and is a Lay Magistrate for the County Court, Fermanagh and Tyrone Division. He is a Member of the Agriculture Appeals Panel and a former Chairman of the Housing Benefit Review Board, Western Area. He is a Member of the General Consumer Council for Northern Ireland and, since 1999, has been Chairman of the Northern Ireland Water Council.

Mrs Catherine Phillips is a member of the Faculty of Advocates and lives in Perth, Scotland. She specialises in Child and Family and Criminal Law and holds other part time judicial appointments such as Immigration Judge, part time Legal Panel member of the Social Security Appeals Tribunal and Relief Stipendiary Magistrate (Justice of the Peace).

Professor Herbert Wallace OBE is Professor Emeritus at Queen's University Belfast. He was previously Chair of Property Law and Dean of the Faculty of Law. A former Vice-Chairman and Chief Executive of the Police Authority, he currently serves as a Life Sentence Review Commissioner for Northern Ireland.

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