

LOUTH COUNTY COUNCIL

Audit Committee

Minutes of Meeting held in Setanta Room, County Hall, Dundalk on Monday 20th May 2013 at 3.30pm

In Attendance: Philip Byrne, Chairman
Councillor Jim Lennon
Councillor Frank Maher
Joan Martin, County Manager
Bernadette Woods, Head of Finance
Frank Pentony, Director of Services
Paddy Donnelly, Meetings Administrator

Apologies: Billy Doyle
Richard Bowden

Guests: Leo Fleming– Deloitte & Touche

1. Minutes

The minutes of the meeting held on 18th February 2013 were confirmed on the proposal of Cllr. Jim Lennon and seconded by Cllr. Frank Maher.

2. Matters Arising

The Chairman Dr. Philip Byrne advised the Members that in relation to new regulations expected in the coming months that his view was that the Audit Committee would be put on a statutory basis, but the function will remain the same.

3. Internal Audit Reports

The Chairman welcomed, Mr Leo Fleming of Deloitte, who are charged with carrying out the Internal Audit Function on behalf of the Council. Mr Leo Fleming outlined to the Members that he and his team had completed three Internal Audits on Risk Register, Legislative Compliance and Human Resources Management. Mr. Fleming proceeded to outline the key findings in each report. The County Manager and Members of the Management Team addressed the findings as outlined by Mr. Fleming and responded to the Chairman and Members queries in relation to same.

Overall the reports were positive in relation to the operations in the Local Authority, there were no significant issues outlined. Procedural issues identified as needing attention had the appropriate response from the

Management Team. The County Manager confirmed that the reports would be reviewed at the appropriate interval at the Management Team to ensure compliance and that issues identified were being addressed across the organisation.

The Chairman thanked Mr. Fleming and his team for the reports and he recorded his thanks to the Staff for their engagement with the Audit Team.

There was a discussion with regard to the upcoming Internal Audit activities, Mr. Fleming outlined that year one and two had been completed and that there had been three audits outstanding for year three, which included Debt Collection, Contract Management Review and Planning Practice Procedures. It was agreed that the Debt Collection Audit would be carried out in Q4 of 2013 as by that stage the new Revenue Collection Teams would be in place and progress on the collection procedures well developed. Contract Management and Planning Practice would proceed in June and Mr. P. Donnelly would make the necessary arrangements with appropriate staff.

4. Meeting Schedule

Following a discussion regarding the date of the next meeting, it was agreed that the next meeting will be scheduled for Monday 23rd September, notice of same will issue in due course.

5. Any Other Business

The Chairman, Dr. Philip Byrne suggested that the Management Team might consider an operational venue for the September meeting, this is a practice he had seen in operation in other committees and it had worked very satisfactory. The Manager agreed to same and would revert in due course.

There being no other business, the meeting concluded.

Confirmed at Meeting held on: _____

Chairman: _____

Meetings Administrator _____