

## LOUTH COUNTY COUNCIL

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### ***Audit Committee***

Minutes of the Meeting of Louth County Council Audit Committee held in Mellifont Room, County Hall, Dundalk on Tuesday 21<sup>st</sup> March 2017 at 2.30 p.m.

**In attendance:** Dr. Philip Byrne (Chairman)  
Mr. Billy Doyle  
Councillor Conor Keelan  
Councillor Kevin Callan  
Ms. Emer O’Gorman, Director of Services.  
Joe McGuinness, Director of Services  
Mr. Alan Sherry, Senior Executive Officer, LCC  
Mr. Alan Davidson, Capita

**Apologies:** Mr. Richard Bowden  
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### **1. Update to Committee on Audits**

Alan Davidson, Capita gave a report to the committee in relation to the progress of audits that were in progress. Members were informed that it was intended to present the Information Governance and Corporate Estate Management and Health and Safety reports at the May committee meeting.

### **2. Minutes**

The minutes of the meeting held on 23<sup>rd</sup> January, 2017, were confirmed on the proposal of Billy Doyle and seconded by Cllr. Conor Keelan and the minutes of the meeting held on 27<sup>th</sup> February, 2017 were confirmed on the proposal of Cllr. Conor Keelan and seconded by Cllr. Kevin Callan.

### **3. Matter Arising from the Minutes**

- It was agreed to produce a spreadsheet with details of auditor’s recommendation and progress being made on them to the next meeting of the committee.
- It was agreed to invite Bernie Woods, Head of Finance to the next meeting to update the committee in relation to debt collection.
- It was undertake to circulate the members with the Councils fraud policy and it was pointed out that the protected disclosure policy should link in with it.

- Members were informed that when the Procurement and Contract Management Audit report was discussed at the January committee meeting they had not been informed that a contract in relation to legal services had been put in place by the Council with a number of legal firms in September, 2016 and that the auditors were unaware of this. It was agreed to seek a comment from the auditors in relation to whether or not this affected the accuracy of the report at the next committee meeting in May.
- It was agreed to supply the committee with copies of the agreements entered into with the legal firms.

#### **4. Conflicts of Interest**

The Chairman, Dr. Philip Byrne offered the members an opportunity to raise at this point any matters where they felt there would be a conflict of interest in regard to items listed on the agenda. There were no conflicts noted.

#### **5. Corporate Risk Strategy**

Members were informed that senior staff were attending a full day workshop on Tuesday, 28<sup>th</sup> March to progress the Corporate Risk Strategy at departmental level within the Council.

#### **6. Presentation from Joe McGuinness, Director of Services**

Joe McGuinness outlined some of the risks his Department will need to address and it was agreed that he would attend the next meeting to outline progress made. It was suggested that some of his senior staff should also attend.

It was agreed to circulate the risk register and risk matrix to the committee members electronically.

#### **7. Section 60 Report**

The members agreed the draft Section 60 report that had been circulated to them.

#### **8. Work Programme 2017**

The members reviewed the 2016 programme and agreed the programme for 2017.

#### **9. AoB**

The members requested the following:

- An overview of financial and budgetary practices and procedures to be circulated to the members by the Head of Finance before the next meeting
- Details of any service agreements in place that exceed the applicable financial thresholds that were not tendered.

- A quarterly report collating any reports issued to NOAC in the previous 3 months.

That concluded the business of the meeting.

Confirmed at Meeting held on : \_\_\_\_\_

Chairman: \_\_\_\_\_

Meetings Administrator \_\_\_\_\_