

## 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 Wednesday 9<sup>th</sup> October, 2019 at 2.30 p.m.

**In attendance:**

Mr. Billy Doyle

Ms. Irene McCausland

Cllr. C. Keelan

Cllr. C. Markey

Mr. Joe McGuinness, Director of Services.

Mr. Alan Sherry, Senior Executive Officer.

Christine Hagan, ASM

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### **1. Election of Chairperson**

As there was a member of the committee unable to attend it was agreed to appoint a temporary chairperson for the meeting. Billy Doyle was proposed by Cllr. C. Keelan, seconded by C. Markey and agreed by the committee.

### **2. Minutes**

The minutes of the meeting held on 8<sup>th</sup> January, 2019 were deferred to the next meeting.

### **3. Conflicts of Interest**

Members were asked to say if they had any conflict of interest in relation to any of the items on the agenda. There were none declared.

#### **4. Audit Committee Regulations**

Attention was drawn to the Local Government (Audit Committee) Regulations 2014 circulated to the members of the committee and in particular to Section 7 dealing with the confidentiality of any information obtained as a member of the audit committee.

#### **5. Audit Committee Charter**

In reviewing the charter of the previous audit committee the members requested any guidance issued by central government be made available to them. It was also agreed to look into having training provided to the audit committee members on their role as a committee member.

#### **6. Audit Fieldwork**

On the request of the Chairperson, Christine Hagan, ASM made some suggestions for consideration in relation to making the audit process more effective. These included;

- The internal auditor attending the whole audit committee meeting
- The appointment of an audit services manager to manage the process
- The introduction of KPIs to measure the efficiency of the process
- That the new internal auditor focus on getting any outstanding issues completed in 2019 rather than undertaking new audits.
- Putting an audit tracker in place, which ASM undertook to do.

Christine Hagan, ASM outlined the main findings and answered queries in relation to the following internal audit reports;

- Information Governance
- Payroll
- Risk Management
- Procurement
- Fleet Management
- Complaints Management

It was agreed to circulate the risk management policy to the committee along with the procurement policy. The committee emphasised the need to ensure that progress in relation to the recommendations of the internal auditor is monitored and actioned.

**7. NOAC report on the Internal Audit Function of Local Authorities**

The committee also requested a copy of the NOAC audit committee briefing referred to in the document.

It was agreed to hold the next meeting on Thursday, 12<sup>th</sup> December at 2.30 pm.

That concluded the business of the meeting.

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

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

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