

# LOUTH COUNTY COUNCIL

## ***Audit Committee***

**Minutes of Meeting held in County Hall, Dundalk on Monday 25<sup>th</sup> January 2010 at 4.00pm**

### **In Attendance:**

**Committee Members:** Dr. Philip Byrne (Chairman)  
Mr. Billy Doyle  
Mr. Richard Bowden  
Cllr. F. Maher  
Cllr. J. Lennon

**Officials:** C. Murray, County Manager  
J. McGuinness, Director of Services  
B. Woods, Head of Finance  
P. Fitzsimons, Senior Executive Officer  
F. Downes, Head of Internal Audit

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### **1. Introduction**

The Manager welcomed all present and expressed thanks to the three external members of the committee for their participation and particularly to Dr. Philip Byrne for agreeing to Chair the committee. He felt that their considerable financial expertise would be most valuable in guiding the committee over the next 5 years.

P. Byrne gave a brief overview of the legislation governing the committee and outlined the areas where he felt the committee should concentrate its attention during the early stages, namely:-

- Agreeing Work Programme for 2010.
- Concentrate on 4/5 main areas and keep at a reasonably high level.
- Report to council in October 2010.
- Meet approximately 6 times per year.
- Develop an overall Strategic Plan for next meeting.
- Monitor Audit Plan on a quarterly basis.

At the suggestion of the Manager, it was agreed to focus on the Internal Audit area for the first two meetings.

## **2. Standing Orders**

The current Standing Orders (adopted in May 2008) were reviewed and it was agreed to adopt them for meetings of the new committee subject to an amendment that the requirement to wait 30 minutes for a quorum be reduced to 15 minutes.

## **3. Vice Chairman**

Richard Bowden was proposed by Billy Doyle as Vice-Chairman and this was unanimously agreed.

## **4. Dates and Times for Future Meetings**

It was agreed that the next meeting would be held on Monday 22<sup>nd</sup> February, 2010 and bi-monthly thereafter on the third Monday of the month at 3.00pm. a schedule of meetings would be issued as soon as possible.

## **5. Internal Audit Charter**

The Internal Audit Charter dated February 2009 was circulated and considered.

P. Byrne queried the link to External Audit. It was agreed B. Woods would review and bring back to next meeting.

## **6. Audit Plan 2010**

The Audit Plan 2010 was circulated and considered.

In response to B. Doyle, it was clarified that the committees role is an advisory one only. Efficiency Management was discussed and it was agreed to include on agenda for next meeting.

The Manager advised that sectioned Operational Plans incorporated a risk measurement factor and it was agreed that the committee would review these in conjunction with the Corporate Plan.

P. Byrne suggested, and it was agreed to look at the area of Risk Management at the fourth meeting of the year or thereabouts.

The Manager advised that he would not necessarily attend all meetings of the committee but would be available for any meeting if the committee wished him to attend.

That concluded the meeting.

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

**Signed:** \_\_\_\_\_

**Chairman**

**Signed:** \_\_\_\_\_

**Meetings Administrator**