

# LOUTH COUNTY COUNCIL

## ***Audit Committee***

**Minutes of the meeting of Louth County Council Audit Committee held in Setanta Room, County Hall, Dundalk on Monday 26<sup>th</sup> January, 2015 at 2.00pm**

**In Attendance:** Dr. Philip Byrne (Chairman)  
Mr. Richard Bowden  
Councillor Kevin Callan  
Councillor Conor Keelan  
Mr. Paddy Donnelly, Secretary to the Audit Committee

**Apologies:** Mr. Billy Doyle

**Guests:** n/a

-----

The Chairman, Dr. Philip Byrne opened the meeting by welcoming the members to the meeting and wishing them all good wishes for the New Year.

### **1. Minutes**

The minutes of the meeting held on Monday 9<sup>th</sup> December 2014 were confirmed on the proposal of Mr. Richard Bowden and seconded by Cllr. Conor Keelan.

### **2. Conflicts of Interest**

The Chairman brought to the member's attention the requirement to identify any conflicts of interest there may be arising from items set out in the agenda. There were none recorded.

### **3. Committee Work Programme**

The Chairman circulated a draft Annual Work Programme for the committee, for the member's consideration. The members discussed the contents of the Work Programme, which aligned to the Strategic Work Programme as approved at Council. The members agreed on the Programme, and the detail will be amended as per discussions and circulated. Future meetings Work Programme to include; Corporate Plan, Directorate Team Plans, Budget matters, together with the Risk Register and other issues as they arise following discussions in the course of the year.

#### **4. Update on Reports to Council**

Mr. P. Donnelly, Secretary to the Committee advised the members that two issues with regard to the Audit Committee were before Council at their Ordinary Meeting on 19<sup>th</sup> January. The first one was the Audit Committee Charter and this was approved by the members without amendment. The members were also advised that the Council approved the Work Programme without amendment.

The Chairman welcomed this development and thanked the Secretary for the update.

In response to queries, Mr. P. Donnelly advised the members that the Section 60 Notice which accompanied the Annual Financial Statement was noted by the members, and there were no issues arising from that report.

#### **5. Internal Audit Service Proposals**

Mr. P. Donnelly advised the members that the tender process was now complete and the successful tenderer, Capita, had now completed the necessary paperwork and the tender documents and contract will be signed to take effect from 1<sup>st</sup> February. Mr. Donnelly outlined that the proposed course of action was, that service providers will meet with the Chief Executive at an early stage in February, with a view to commencing the work on a three year Audit Programme.

Following discussions on this matter, it was agreed that the Internal Audit service provider be invited to attend the next meeting of the Audit Committee, in order that the committee can consider the Audit Programme and discuss the plans and proposals with the Internal Audit team. It was agreed that the Internal Auditor should be requested to attend all of the Audit Committee meetings and the Committee meetings would, as practicable, align with the delivery of any Internal Audit Report.

#### **6. Review of Risk Register**

The Chairman raised the matter of the Risk Register and the need for the Audit Committee to review same. It was agreed that the Risk Registers would be circulated to the members in advance of the next meeting, and that following consideration of the combined Risk Register that Directors of Service will be invited to present in relation to the risks for their specific areas.

#### **7. Meeting Schedule**

The members discussed in broad terms a schedule of meetings and agreed that the meeting would be schedule to coincide with the completion of internal audit reports. It was also agreed that there would be a requirement for a year end meeting with the auditor, and one to review the Auditors report to prepare the Section 60 report. It was further agreed that the next meeting would be held on Monday March 2<sup>nd</sup> followed by a meeting in May on a date to be agreed.

**8. Any Other Business**

The Chairman also raised the matter of a Code of Practice for the Audit Committee and he proposed to present same at the next meeting. This was welcomed by the members.

That concluded the business of the meeting.

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

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

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