

LOUTH COUNTY COUNCIL

Audit Committee

Minutes of the Meeting of Louth County Council Audit Committee held in Mellifont Room, County Hall, Dundalk on Tuesday 22nd May 2017 at 2.30 p.m.

In attendance:

Dr. Philip Byrne (Chairman)

Mr. Billy Doyle

Mr. Richard Bowden

Councillor Conor Keelan

Councillor Kevin Callan

Ms. Emer O’Gorman, Director of Services.

Bernie Woods, Head of Finance

Mr. Alan Sherry, Senior Executive Officer, LCC

Mr. Alan Davidson, Capita

Mr. Michael Diffin, Capita

1. Minutes

The minutes of the meeting held on 21st March, 2017, were confirmed on the proposal of Cllr. Conor Keelan and seconded by Cllr. Kevin Callan.

2. Matter Arising from the Minutes

- It was agreed to set up a Louth County Council e-mail address for the Chair of the Audit Committee in order to facilitate protected disclosures if necessary.
- It was agreed to circulate the Council’s Corporate Plan and the Committee’s work programme for 2017 to the Committee members.
- It was agreed the LGMA protected disclosures policy would be put on the agenda for the next meeting.

- The Chair undertook to circulate the advice in relation to Councillors and officials serving as director on boards of management.

3. 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.

4. Corporate Risk Strategy

Members were informed that senior staff are attending a second workshop on Monday 29th May to progress the Corporate Risk Strategy at departmental level within the Council.

5. Audit Report – Information Governance and Corporate Estate Management

Alan Davidson outlined the main points of the report and informed the members that any “red flag” issues would be communicated to the officials as soon as the audit was carried out. The need for a proper policy in relation to the security of the key to the strong room was raised. It was also pointed out that the management comments should be realistic and based on the resources available.

The committee agreed that high level policy in relation to Freedom of information should be put in place and circulated to the staff, ideally with an acknowledgement that they have read it.

6. Audit Report – Health & Safety

Alan Davidson outlined the main points and the members noted the report.

7. Audit Report – Fire Service

Alan Davidson outlined the main points and the members noted the report.

8. Update from head of Finance in relation to Debt Collection

Bernie Woods informed the members that 68% of rates for 2016 had been collected, out of a target of 70%. The trend continued to be positive as a result of putting in place the Debt Management Unit. Housing arrears had increased due to significant debit balances being imposed on a number of accounts following the most recent rent review. A big factor in relation to this was the failure of tenants to inform the Council of changes in circumstances.

9. AoB

It was agreed that the next meeting should be held in September and the Chair would liaise with the meetings administrator in relation to the date.

That concluded the business of the meeting.

Confirmed at Meeting held on :

Chairman:

Meetings Administrator
