

## 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 Monday 11<sup>th</sup> September, 2017 at 1.00 p.m.

**In attendance:** Dr. Philip Byrne (Chairman)  
Mr. Richard Bowden  
Cllr. Conor Keelan  
Ms. Emer O’Gorman, Director of Services.  
Ms. Christine Mullen, Administrative Officer, LCC  
Ms. Pauline Poots, Capita

**Apologies:** Cllr. Kevin Callan and Mr. Billy Doyle

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### **1. Minutes**

The minutes of the meeting held on 22<sup>nd</sup> May, 2017 were confirmed on the proposal of Cllr. Conor Keelan and seconded by Mr. Richard Bowden.

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

- It was agreed that the new broad area of governance committee CCMA/GDPR guidelines would be circulated by the Chair and it was agreed and to keep this item on the agenda.
- The Director of Services undertook to circulate the Audit Report on the Protected Disclosures Protocol 2014 Regulations.
- The Director of Services agreed to arrange training in Ethics.
- It was agreed that the Annual Financial Statement should be completed as a matter of priority and preferably before the next Audit Committee meeting.

### **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. Withdrawal of Capita from Internal Auditing Function**

The Director of Services, Ms. Emer O’Gorman, advised the members that Capita gave Louth County Council one month’s notice of their intention to terminate their contract with Louth County Council as they are withdrawing from the Irish market. The Committee noted its disappointment at this news and some favourable comments about the quality of the service provided by Capita were noted.

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

The Director of Services, Emer O’Gorman provided an update on the overall corporate risk and stated that a huge amount of work has been done on Risk Management in the last year.

#### **6. Audit Report – Follow up of 2015 Recommendations**

Pauline Poots, Capita, outlined the main points of the report and stated that 43% of the recommendations previously agreed by management had been fully implemented. Ms. Poots advised that the percentage of fully implemented should be higher but that it also depended on the complexity of the cases. The Director of Services, Ms. O’Gorman, outlined that the Council has a tracking system to monitor all of the issues. It was agreed that the Director of Services for Finance should attend the next meeting in relation to the testing of the Disaster Recovery Plan. Mr. Bowden noted that many of the issues raised by Ms. Poole were outside the control and capability of the Council and suggested that they could be closed off based on this. It was agreed that this would be considered and that the Council would focus on the high priority issues.

#### **7. County Checker Final Report September, 2017**

Pauline Poots outlined the main points which were noted. It was agreed that there is no concerns with the controls but that there may be some issues with

putting them into practice.

**8. Debt Recovery**

Pauline Poots outlined the main points and the members noted the report. Out of the 7 recommendations, 3 were fully implemented and 4 partially implemented. Mr. Bowden stated that the number of high priority issues was still high and it was agreed that the 3 high priority recommendations should be prioritised by Departments.

**9. Annual Assurance Report**

Pauline Poots stated that the Annual Assurance Report should be circulated and that the level of assurance was at limited due to some staff and system challenges.

**10. AOB**

It was proposed that a small presentation on Risk Management / Register would be included on the next meeting Agenda. It was agreed that the Chair would liaise with the meetings administrator in relation to the date of the next meeting.

That concluded the business of the meeting.

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

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

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