

HOUSES OF THE OIREACTHAS COMMISSION

AUDIT COMMITTEE THIRD MEETING [2013]

5 November 2013 at 12 noon
Room 2, Leinster House

MINUTES

Members Present

Mr Eddie Sullivan (Chairperson)	Mr John Browne T.D.
Mr Padraic Donlon	Mr Kevin Humphreys T.D.
Mr Peter Mathews T.D.	Mr Cyril Maybury
Mr Bryan O'Sullivan	

Apologies were received from Mr Sean Fleming T.D.

Also in attendance were:

Ms Adrienne Harrington, Office of the Commission and Secretary General.

Ms Lena Quinn, Internal Auditor.

Ms Karen Kehily, Accountant, Finance Unit, for item 3.

Ms Anne-Marie O'Regan, Finance Unit, for item 3.

Ms Michelle Grant, for item, Head of HR, for item 4(i).

Ms Yvonne Rowland, Head of HR Unit for Members 4(i).

Mr Paul Conway, Superintendent, for items 4(ii) & 4(iii).

Ms Siobhan Malone, Facilities Manager for 4(ii) & 4(iii).

Ms Susan Moran, Secretary to the Committee.

The meeting convened at 12:02 pm and adjourned at 1:38 pm.

1. Minutes of previous meeting

The minutes of the meeting of 25th June 2013 were agreed.

Mr Sullivan welcomed Ms Moran who has recently been appointed Secretary to the Committee.

2. Matters arising

The Committee discussed the update provided on Broadcasting costs and noted the savings being achieved as a result of the contract with the new provider and the recent negotiation of a price reduction with the provider.

3. Risk Management Processes and Risk Materialisation Report

Ms Kehily presented the Risk Materialisation Report. The Committee noted that there was a 100% response rate from sections which was a good reflection on work done in embedding a culture of risk management within the Service.

The Committee discussed the materialised risks reported and requested further information on some issues. Reported incidences of flooding during July 2013 were discussed and the Committee was advised that OPW has carried out a substantial amount of work over the summer to address the

flooding incidences. It was suggested that the Service might usefully review a report recently produced for Dublin City Council on the severe flooding in Dublin city in November 2011.

4. Internal Audit Reports

(i) Internal Audit on Termination Payments

The Committee was informed that the Internal Audit unit conducted an audit on Termination Payments which examined Termination Payments made after the 2011 general election and the systems in place to approve and manage such payments. Two procedural recommendations were made which have been accepted by management. The Committee was advised that termination payments are paid prior to pension payments and that the two payments cannot be made for the same period.

(ii) and (iii) Internal Audit on Restaurant and Internal Audit on Bar Services

The Committee was informed that the Internal Audit unit conducted an audit on both the Restaurant and Bar Services which particularly examined the areas of stock management, cash management, procurement and HR provisions. There were eight important recommendations and four procedural recommendations with regard to the Restaurant, and nine important and one procedural recommendation with regard to the Bar. The Committee decided to discuss the Internal Audit Reports on the Restaurant and Bar Services together.

The Committee noted that all recommendations have been accepted by management and that precise timelines for implementation have been included in all management responses.

The Committee discussed account management in detail, with members suggesting that a system of pre-paid cards may be a useful and practical way of managing accounts. Procurement issues were discussed by the Committee who felt that engagement with the Procurement Officer was vital for all significant procurements. The Committee asked that the Service consider whether the accounting assistance required for stock take and accounts assurance could be made available within the current resources of the Service. The Committee acknowledged the work which had been done by both the Restaurant and Bar Managers and Facilities Management Unit, particularly in developing accurate management accounts.

5. Implementation of Internal Audit Recommendations

Ms Quinn presented a report on the Implementation of Internal Audit Recommendations and reported that 13 of the 26 recommendations outstanding at the time of the previous update in March 2013 had now been implemented. An additional 24 recommendations had been made in three further Internal Audit reports and of those, 12 have been implemented, leaving a total of 25 recommendations currently remaining to be implemented.

The Committee challenged the delay in implementing a number of the recommendations and requested that a report on both recommendations not being implemented and recommendations outstanding for some time be presented at a future meeting.

6. Next meeting

The next meeting is scheduled for Tuesday 17th December 2013.



Eddie Sullivan, Chairman

17th December 2013