

# **HOUSES OF THE OIREACHTAS COMMISSION**

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## **AUDIT COMMITTEE FIRST MEETING [2015]**

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**Thursday 16<sup>th</sup> April, 2015 at 12 noon  
Room 3.17, Kildare House**

### **MINUTES**

#### **Members Present**

**Mr Eddie Sullivan (Chairperson)**  
**Mr Bryan O'Sullivan**  
**Mr Cyril Maybury**

**Mr Joe Costello TD**  
**Mr Peter Mathews TD**  
**Mr Charles Hearne**

Apologies were received from Sean Fleming TD.

#### **Also in attendance were:**

Ms Bridget Doody, Office of the Commission and Secretary General.  
Ms Ita Ní Dhonnchadha, Internal Auditor.  
Ms Margaret Crawley, Principal Officer, HR Services for item 4.  
Ms Gina Long, Finance Officer, Finance Unit for item 4.  
Ms Karen Kehily, Accountant, Finance Unit for items 4 & 5.  
Mr Mark Mulqueen, Principal Officer, Communications and Broadcasting for item 6 i).  
Ms Michelle Grant, Principal Officer, Committee Secretariat for item 6ii)  
Mr Eoin Wickham, Secretary to the Committee.

#### **1. Conflict of Interest**

Mr Hearne declared that he is a Principal Officer (PO) in the Committee Secretariat area, therefore, in relation to Agenda item 6(ii) (Internal Audit Report on Consultancy Services engaged in the Committee Secretariat), his colleague, Ms Grant, fellow PO in that area, will deal with Committee members' queries on that item.

#### **2. Minutes of previous meeting**

The minutes of the meeting of 9<sup>th</sup> December 2014 were agreed.

#### **3. Matters arising from previous meetings**

The Committee noted correspondence received from:

- (i) Mr Nicholas Meehan, Assistant Principal, DPER, confirming the application of legal indemnification, as set out in General Council Report 1357, to all members of the Oireachtas Audit Committee.
- (ii) Ms Anne Marie Fahy, Secretary to the Commission, regarding the scope of the audit of the PRA allowance.

#### **4. Report to Audit Committee on 2013 Accounts of the Commission.**

Ms Margaret Crawley, Principal Officer HR, Ms. Gina Long, Finance Officer and Ms Karen Kehily, Accountant, presented an update to the Committee in respect of the C&AG audit of the 2013 Accounts of the Commission.

In noting the progress report, the Committee:

- (i) asked for a further update for its next meeting on the review underway of the Service's practice and procedures for the hiring of contractors and their employment classification.
- (ii) in advance of the next C&AG audit, that written confirmation be sought from the DPER that the accounts of the Commission must be presented in accordance with the format set out in primary legislation under Schedule 1 to the Commission Acts 2003 to 2013, rather than the programme-based format as set out in DPER Circulars, given that primary legislation takes precedence over administrative Departmental circulars.

#### **5. Risk Materialisation Report**

Ms Karen Kehily, Accountant, Finance Unit, presented the Risk Materialisation Report for the period 1<sup>st</sup> November 2014 – 28<sup>th</sup> February 2015. The Committee again 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 noted the report.

#### **6. Internal Audit Reports**

Ms Ita Ní Dhonnchadha, Internal Auditor, presented details of the following Internal Audit Reports:

- (i) Internal Audit on Website Services provided by Communications Unit Web Staff.

There were eight important recommendations and nine procedural recommendations, all of which have been accepted by management.

- (ii) Internal Audit on Consultancy Services engaged in the Committee Secretariat area.

There were four procedural recommendations, all of which have been accepted by management.

The Committee noted the reports.

#### **7. Annual Report 2014**

The Committee approved the draft Annual Report of the Audit Committee for 2014, which will be included as an Appendix to the Commission's Annual Report due to be published in June 2015. Under section 14A(10)(c) of the Commission Acts 2003 to 2013, the Audit Committee is required to report in writing annually to the Commission on its activities.

#### **8. Internal Audit Work Programme**

A draft Internal Audit Work Programme 2015/2016 was presented for consideration.

The Committee noted the Internal Audit Work Programme.

## **9. Any other business**

The Chair mentioned a matter that had come to attention and that he proposed to hold over to the next meeting of the Committee.

The meeting was adjourned at 1.55 pm.

A handwritten signature in cursive script, appearing to read 'E. Sullivan', is positioned above a horizontal line.

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Eddie Sullivan

Chairman