

HOUSES OF THE OIREACHTAS COMMISSION

AUDIT COMMITTEE FIRST MEETING [2016]

Thursday, 28th January, 2016 at 2pm
Room 2, Leinster House

MINUTES

Members Present

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

Mr Sean Fleming TD
Mr Charles Hearne

Apologies were received from Deputies Joe Costello and Peter Mathews.

Also in attendance were:

Ms Bridget Doody, Principal Officer, Office of the Commission and Secretary General.
Ms Melissa English, Principal Officer, Parliamentary Legal Advisor.
Ms Ita Ní Dhonnchadha, Internal Auditor.
Ms Gina Long, Assistant Principal, Finance Unit for item 4i.
Ms Eimear Lavelle, Higher Executive Officer, Finance Unit for item 4i.
Mr Peter Fitzpatrick, Assistant Principal, Salaries Unit for item 4ii.
Ms Orla Scott, Assistant Principal, HR Unit for item 4ii.
Mr Derek Walker, Principal Officer, ICT Unit for item 4ii.

Ms Susan Moran, Secretary to the Committee.

The meeting convened at 2 pm.

1. Opening comments

The Chairman welcomed Ms Melissa English who replaces Ms Bridget Doody as Head of Internal Audit. He also thanked Ms Doody for her hard work and commitment as Head of Internal Audit.

The Committee noted that for organisation and administrative purposes, the Internal Audit Unit will be located within the Office of the Parliamentary Legal Advisor, with day-to-day line reporting through the Parliamentary Legal Advisor as Head of Internal Audit.

2. Conflict of Interest

There were no conflicts of interest.

3. Minutes of previous meeting

The minutes of the meeting of 8th December 2015 were agreed.

4. Internal Audit Reports

i) Ms Ní Dhonnchadha presented the findings of the Internal Audit on the Countersigning Procedures.

There was one important recommendation and six procedural internal audit recommendations, all of which have been accepted by management.

The Committee noted the report.

ii) Ms Ní Dhonnchadha presented the findings of the Internal Audit on the Reconciliation of financial details between the Finance Unit, HRMS and Payroll Systems.

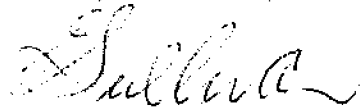
There were six procedural internal audit recommendations, all of which have been accepted by management.

5. Any other business

The Chairman thanked the Audit Committee Members for their contributions, dedication and guidance over the term of the 31st Dáil and 24th Seanad. He also thanked the staff of the Internal Audit Unit for their hard work and commitment.

The Chairman sent his best wishes to the Oireachtas Members of the Committee seeking re-election and on behalf of the Audit Committee wished Deputy Browne health and happiness on his retirement from national politics.

The meeting was adjourned at 2.50 pm.



Eddie Sullivan

Chairman

11/10/2026