

HOUSES OF THE OIREACTHAS COMMISSION

AUDIT COMMITTEE THIRD MEETING [2016]

Tuesday, 15th November, 2016 at 2pm
Room 1.60, 5 Storey Block, Leinster House

MINUTES

Members Present

Mr Pat McLoughlin (Chairperson) Sen Victor Boyhan
Sen Ned O'Sullivan
Mr Charles Hearne

Also in attendance were:

Ms Mellissa English, Parliamentary Legal Adviser and Head of Internal Audit.
Mr Derek Dignam, Head of Communications and Mr Brian Hickey, Head of ICT for item 5.

Mr Jerome Flanagan, Internal Audit Unit, Secretary to the Committee.

The meeting convened at 2 pm.

Opening comments

The Chairman welcomed everyone and thanked them for attending. The Chairman noted for the record that he had been just appointed as the new Chairman as of a decision of the Houses of the Oireachtas Commission that morning.

1. Disclosure of Conflicts of Interest

No conflicts of interest were declared.

2. Minutes of previous meeting

The minutes of the meeting of 11 October 2016 were agreed.

3. Matters arising from the previous meeting

There were two matters arising –

Jerome Flanagan reported on the request by members at the last meeting as to how the 10% of Members are selected for the PRA audit. Mr Flanagan confirmed that the outside company that conducts the audit use software to randomly select those who will be audited.

A report was circulated to members of the Committee on foot of two requests at the last meeting relation to the Report on Risk Materialisations.

In relation to the report on credit cards held in the Service, the Committee asked that further clarification be given by April 2017 in relation to limits on the credit cards reported on as follows:

- Are the current limit levels on these credit cards necessary/appropriate?
- How close to the limit level had the use of each credit card come?
- What was the highest value used on each credit card?

- When was the last time a review was undertaken as to the appropriateness of the current limit levels of these credit cards?

The Committee noted both reports.

4. Ciste Pinsean Account 2015

The Chairman informed the Committee the Comptroller & Auditor General's Report noted that no issues arose that need to be communicated by way of a management letter.

The Committee noted the Report.

5. Internal Audit Report

Mr Jerome Flanagan, Internal Audit Unit presented the findings of the internal audit on Contract Extensions. There were two important and five procedural internal audit recommendations which have been accepted by management.

The Committee noted the following:

- (a) With respect to the recommendation on PMDS, can the recommendation reflect that Contract Managers be responsible for including contract management as a standing item on their own respective PMDS forms;
- (b) With respect to the recommendation on records keeping, it was suggested that underperformance/exception reporting be the norm and that the Guide to Best Practice in Contract Management be adhered to.

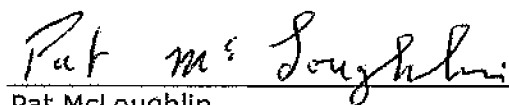
The Committee noted the Report.

6. Any other business

Senator Boyhan raised the issue of ICT security, noting that he felt this was an important issue for the organisation. It was agreed to have this examined and kept under review in 2017.

The Chairman thanked the Audit Committee Members for their attendance and contributions and noted that the next meeting of the Committee was scheduled for Wednesday 7 December at 12 noon.

The meeting was adjourned at 3 pm.



Pat McLoughlin

Chairman