

# HOUSES OF THE OIREACHTAS COMMISSION

---

## AUDIT COMMITTEE

### SECOND MEETING [2018]

---

Wednesday, 9<sup>th</sup> May, 2018 at 12:00 pm  
Room 1.60, 5 Storey Block, Leinster House

## MINUTES

### Members Present

Mr Pat McLoughlin, Chair  
Senator Victor Boyhan  
Senator Ned O'Sullivan

Mr Cyril Maybury  
Mr Charles Hearne  
Ms Noreen Fahy

Senator Catherine Ardagh  
Senator Kieran O'Donnell

### Also in attendance were:

Ms Mellissa English, Parliamentary Legal Adviser and Head of Internal Audit.

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

Ms Karen Kehily, Accountant, Finance Unit for Item 4.

Mr Ciaran Smith, Principal Officer, Members' Services, International & Travel Services,

Ms Erin Ó Seaghdha, Assistant Principal, Members' Services for Item 5.

The meeting convened at 12:10 pm.

### Apologies

No apologies were received.

#### 1. Disclosure of Conflicts of Interest

No conflicts of interest were declared.

#### 2. Minutes of previous meeting

The minutes of the meeting of 22 March 2018 were agreed.

#### 3. Matters arising from the previous meeting

There were no matters arising.

#### 4. Risk Materialisation Report

There were two risk materialisations in the period reported i.e. 1 February 2018 to 31 March 2018. The first was to do with an incident when a staff member was trapped inside a lift in the Merrion Building. This incident was reported to the HSA in line with the relevant requirements. A full investigation was conducted and it was found that a sensor had malfunctioned. This sensor was replaced and the lift engineers carried out a number of hours testing on the lift to test it to ensure that no faults occurred.

It also transpired that while the staff member was trapped in the lift, the lift communications system did not work. The Committee suggested that HR ensure that the lift's communications system be checked to ensure it is now working.

The second risk materialisation was to do with the recent BCP test and the lack of access to certain software at the BCP alternate site. This is continuing to be dealt with and has been a

referred to the newly constituted sub-Committee of the Management Committee for its urgent consideration.

The Committee noted the Report.

## **5. Protocol on new credit arrangements for Members for purchases in the Bar and Restaurant**

Mr Smith outlined the new protocol that had been introduced as of 23 April 2018. Mr Smith explained that the Houses of the Oireachtas Commission approved these new arrangements for Members last December.

With effect from 23 April 2018, Members will be required in advance of making any new purchases on credit to complete application and deduction mandate form(s) (separate forms required for Bar and Restaurant). The completed application form(s) will authorise the Oireachtas Service to arrange for any outstanding aged debt balances to be deducted by the preferred payment method of either a credit/debit card or a salary deduction. A credit period of two calendar months from the date of the Statement of Account will be provided; thereafter any outstanding amounts will be classed as "aged debt" and automatically deducted.

Mr Smith noted that currently 31 Members had signed up for the new credit arrangements for both the Bar and Restaurant, 35 for the Restaurant only and 34 for the Bar only.

The Committee agreed that this item be put on the agenda for the next meeting so that it could receive and update in relation to implementation.

The Committee noted the new protocol.

## **6. Report on Implementation of Audit Recommendations**

Jerome Flanagan of the Internal Audit Unit outlined the current situation with respect to the implementation of audit recommendations. There were 6 decisions sought on the removal of recommendations due to full implementation. There were 99 recommendations as of May 2018 – 75 have been implemented 24 are being implemented.

Ms Fahy suggested a number of changes to the format of the Report which could add value. The Committee agreed to the idea of these suggested changes, which the Internal Audit Unit would implement for the next meeting.

The Committee agreed the removal of the 6 recommendations.  
The Committee agreed the report.

## **7. Decision to insert attendance figures into Annual Reports of the Audit Committee**

The Committee discussed the above and agreed that more research was required to progress this issue.

The Committee agreed to put this item on the agenda for the next meeting for an update.

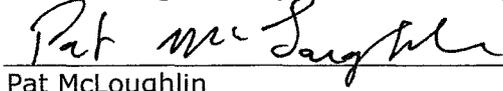
## **8. Any other business**

Possible dates for the next two meetings were discussed. Mr Flanagan informed the Committee that the current proposed dates of 5 September and 5 December were open to change depending on when the Management Committee would be meeting. It was also pointed out that a meeting in early September would not be feasible as the Dáil and Seanad would still be in Recess and that a date in early October would be preferable.

There was discussion around having an EQA done. Ms Fahy asked about the Audit Committee's status under legislation and Ms English undertook to research the statutory guidance available.

This will be an item on the agenda for the next meeting.

The meeting was adjourned at 1:30 pm.

A handwritten signature in black ink, appearing to read "Pat McLoughlin", written over a horizontal line.

Pat McLoughlin

Chairman

