

## DÚN LAOGHAIRE-RATHDOWN COUNTY COUNCIL

### Minutes of the Hybrid Meeting of the Audit Committee Held in the Old Manager's Office on Thursday 10<sup>th</sup> April, 2025

**PRESENT:** Noreen Fahy, Chairperson, Justin McCarthy, Conor O'Brien, Nuala Comerford, Cllr Tom Kivlehan

**OFFICIALS:** Stephen Brady (Director of Corporate Affairs), Elizabeth Clarke (Senior Executive Officer Corporate Affairs), Mary Creasey (Financial Management Accountant, Finance & Water Services), Theresa Cloonan (Senior Executive Officer, Corporate Affairs), Paul Quinn (Analyst Programmer, Corporate Affairs), Eoin Kelly (Administrative Officer, Finance & Water Services), Stephen Cannon (Executive Accountant, Procurement Unit), Mary Murtagh (Administrative Officer, Internal Audit), Janet Smyth (Staff Officer, Internal Audit)

**OTHERS IN ATTENDANCE:** Susanna Britz, Mazars (Item No 4)

**APOLOGIES:** Cathaoirleach Jim O'Leary, Cllr Liam Dockery, Emma McMahon

#### **1. Minutes of Audit Committee Meeting**

The adoption of the minutes of the 27<sup>th</sup> February 2025 was proposed by Nuala Comerford and seconded by Cllr Tom Kivlehan.

#### **2. Matters arising from Minutes of Meeting held on 27<sup>th</sup> February 2025**

It was noted that Action Items 1, 3, 4, 5, 8 and 10 have been completed.

Action Items 2, 6, 7, 9 and 11 to remain on the agenda going forward until completed.

#### **3. Conflict of Interest Procedure**

No items were raised under this heading.

#### **4. Review of Fraud Risk Management Review**

The reasonable assurance was noted as positive by members. Members advised the report would have benefitted from a ranking. A discussion took place during which member's queries were answered. Agreed that the Annual Internal Audit Plan going forward will include an audit to evaluate the adequacy of anti-fraud controls in areas where there is potential fraud risk. **Action Item 1.** Internal Audit to liaise with N. Comerford and Mazars to discuss using uniform audit ratings and assurance levels. **Action Item 2.**

#### **5. Review of Petty Cash Management**

M. Murtagh confirmed the audit is not included in the Internal Audit Plan. The audit was carried out following a request from the Finance Department. A discussion took place during which member's queries were responded to. The option of rationalising/grouping petty cash accounts was raised by the Chairperson and the potential benefits of using Low Value Purchase cards was highlighted. Agreed that Internal Audit will liaise with Finance to confirm if there are CE Orders signed off by the Finance Department as the Approved Officer authorising the set up of individual petty cash accounts. **Action Item 3.** Internal Audit to update the Petty Cash Audit Report to clarify that Petty Cash Vouchers must be signed off by a Line Manager. **Action Item 4.** Include a distribution list in audit reports for recipients of the report. **Action Item 5.**

## **6. Cyber Security Update**

T. Cloonan and P. Quinn presented the progress update. Members noted the good progress that is taking place within cyber security and their satisfaction with the update. Agreed the IT Section will come back with an update on interesting aspects of the management of cyber security risks in Q1/2 2026. **Action Item 6.**

## **7. Chairperson's presentation to the Council**

The Chairperson confirmed she addressed the County Council meeting on 10<sup>th</sup> March 2025 and that a motion was submitted from a number of Councillors to amend the Audit Committee Charter to include attendance requirements at Audit Committee meetings. The motion failed but the Chairperson committed to raising it with the Audit Committee. Members held a discussion on the matter. It was agreed that Internal Audit will carry out further checks with Internal Audit network members to find out if attendance requirements are included in their Audit Committee Charters. **Action Item 7.**

## **8. Report on the role of the Audit Committee in the SICAP Process**

The Chairperson welcomed the comprehensive report. The Chairperson expressed her views about the process outlined in the report noting there are gaps in the governance of SICAP; accountability was not adequately addressed; auditing of SICAP does not fit into the oversight role of the Audit Committee; concerns of the Audit Committee can be passed onto the Department. A discussion ensued. The Chairperson requested Internal Audit document an outline of the SICAP process, to include the funding chain, the accountability structure and the decision makers. **Action Item 8.** Agreed to keep SICAP on the Audit Committee agenda until issues are resolved. **Action Item 9.**

## **9. Progress Report on Audit Recommendations**

The Chairperson noted the increase in the number of overdue recommendations and stated going forward there should be no acceptance of overdue recommendations and that management should be encouraged to set realistic completion dates for actions. **Action Item 10.**

## **10. High level Overdue Audit Recommendations**

A discussion took place regarding the contents of the report. It was agreed that Internal Audit will liaise with departments who have long-term outstanding audit recommendations and request (i) they complete these recommendations prior to the June Audit Committee meeting, (ii) provide realistic completion dates where recommendations cannot be completed in the short-term, (iii) the Director of Finance and the Procurement Officer to be requested to attend the next meeting to give an update about the overdue Procurement Audit recommendations. **Action Item 11.**

## **11. Schedule of Audit Reports – Progress Updates**

M. Murtagh described the status of the audits and highlighted the length of time Mazars took to complete two audits. A discussion ensued. It was agreed that N. Comerford and M. Murtagh will liaise about the format of the 'Schedule of Audit Reports – Progress Updates'. **Action Item 12.** Internal Audit to discuss with Mazars about achieving agreed targets for completion of audit reports. **Action Item 13.** The contract with Mazars was discussed. M. Murtagh confirmed it can be renewed for one more year from 30<sup>th</sup> September or a new contract for auditing services may be tendered for using the OGP Framework for auditing services. There was consensus to tender for audit services this year. **Action Item 14.**

## **12. AOB**

The Chairperson highlighted to members the benefits of attending training which also includes networking/making connections with other Audit Committee members.

**Actions from Audit Committee meeting on 10<sup>th</sup> April 2025 and actions from previous meetings**

ACTION No	PERSON RESPONSIBLE	BRIEF DESCRIPTION	PROGRESS OF ACTION AT JUNE 2025
N/A	R. O'Dúlaing/M. Murtagh	As agreed at the <u>February 2025</u> Audit Committee meeting, presentation to be brought to the Audit Committee on completion of the rationalisation plan for the Parks depots	Item being kept on agenda until presentation takes place
1	M. Murtagh	Going forward, in the Annual Audit Plan include an audit to evaluate the adequacy of anti-fraud controls in areas where there is potential fraud risk	Internal Audit will comply with this request when preparing Annual Audit Plans
2	M. Murtagh	Liaise with N. Comerford and Mazars to discuss using uniform audit ratings and assurance levels in reports	M. Murtagh and N. Comerford met on 22/05/25 to discuss. Mazars confirmed they will engage with Internal Audit to agree uniform ratings/ levels.
3	M. Murtagh	Liaise with Finance to confirm if there are CE Orders signed off by the Finance Department as the Approved Officer authorising the set up of individual petty cash accounts	Internal Audit are liaising with Finance on this
4	M. Murtagh	Update the Petty Cash Audit Report to clarify that Petty Cash Vouchers must be signed off by a Line Manager	Audit report updated
5	M. Murtagh	Include a distribution list in audit reports for recipients of the report	This will be done starting with audit reports presented in 2025
6	T. Cloonan/M. Murtagh	In Q1/2 2026 present update to Audit Committee on interesting aspects of the management of cybersecurity risks	Internal Audit will liaise with the IT Section to ensure the presentation takes place
7	M. Murtagh	Check with Internal Audit network members if attendance requirements are included in the Audit Committee Charter	The results will be included in the June document pack
8	M. Murtagh	Prepare an outline of the SICAP process to include the funding chain, the accountability structure and the decision makers	The outline will be included in the June document pack
9	M. Murtagh	Keep SICAP on the Audit Committee agenda until issues are resolved	Internal Audit will include this on Audit Committee agendas until resolved
10	M. Murtagh	Continue to liaise with departments who have active audit recommendations to confirm they should be addressed before due dates are reached and remind them of the importance of setting realistic completion dates.	Internal Audit will continue to engage with departments as requested
11	M. Murtagh	For long-term outstanding audit recommendations liaise with staff to (i) request they complete these recommendations prior to the June Audit Committee meeting (ii) request they provide realistic completion dates where recommendations cannot be completed in the short-term (iii) request the Director of Finance/Procurement Officer that an update is given about the overdue Procurement Audit recommendations to the June meeting	Internal Audit engaged with departments in relation to Points (i) and (ii) and will report on these at the June meeting. For Point (iii) the Director of Finance confirmed two staff from Finance will attend the June Audit Committee Meeting to give an update
12	M. Murtagh	Liaise with N. Comerford to review format of the 'Schedule of Audit Reports – Progress Updates'	Discussed at meeting on 22/05/25
13	M. Murtagh	Discuss with Mazars about achieving agreed targets for completion of audit reports	Discussed with Mazars on 12/05/25
14	M. Murtagh	Tender for Auditing Services in 2025	Internal Audit will discuss with the OGP team in June the best time to begin the tendering

			process to have an auditor in place by 1/10/25. (The current contract with Mazars expires on 30/09/25 unless an extension is given)
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Noreen Fahy, Chairperson

*Noreen Fahy*  
 19/6/25

Date: