

## **Dublin City Council Audit Committee**

### **Minutes of Meeting held on 17<sup>th</sup> September, 2020 at 9.00 a.m., via MS Teams**

#### **Attendance:**

#### **Members**

Ms. Louise Ryan, Trinity College Dublin, Chairperson (LR) (Chair)  
Mr. Johnny McElhinney, Docklands Business Forum (JMcE)  
Mr. Nathy Walsh, Institute of Public Administration (NW)  
Professor Diarmuid Hegarty, Dublin Chamber (DH)  
Councillor Nial Ring (Cllr. NR)  
Councillor Naoise O Muiri (Cllr. NOM)

#### **Officials:**

Mr. Owen Keegan, Chief Executive (CE)  
Ms. Kathy Quinn, Head of Finance (KQ)  
Ms. Theresa Lannon, Acting Head of Internal Audit (TL)  
Ms. Martina Mc Loughlin, Acting Administrative Officer, Internal Audit

#### **Attendees from Environment & Transportation Dept. - in relation to Item 3 on the agenda:**

Ms. Celine Reilly, Executive Manager, Environment & Transportation Dept. (CR)  
Ms. Sabrina Dekker, Climate Action Co-Ordinator, Environment & Transportation Dept. (SD)

#### **External Attendee – in relation to Item 4: R07-19, Environment and Transportation Department – Intelligent Transport Systems (ITS) Division - Software Asset Management Review**

Mr. David Kinsella, Deloitte

At the start of the meeting, the Chair enquired as to the situation in relation to a Councillor being co-opted to the AC, to replace Cllr. Mary Fitzpatrick. KQ informed her that there was no nomination yet and that the matter has been deferred to the October Council meeting.

#### **1. Minutes of Audit Committee meeting held on 8<sup>th</sup> July, 2020.**

The minutes were agreed.

A report was submitted to the Members on the Update of Actions from the AC meeting held on 8<sup>th</sup> July last.

#### **Appendix A:**

- **Action 1:** The CE gave an update in relation to the Housing & Community Services (H&CS) Department coming under the remit of the Corporate Project Support Office (CPSO). He stated that there are steering groups for Housing Capital projects in place, which are subject to the guidelines from the Department of Housing, Planning & Local Government, which covers housing projects. Such groups, now operating, involve the NDFA and the CE considers that these structures provide a good governance framework. He has discussed the matter with the Deputy CE for H&CS and they both agree that it would be duplication to also be under the remit of the CPSO.

The AC accepted this update. The CE left the meeting at this point.

- **Action 2:** Completed
- **Action 3:** The Administrative Officer, Rents Section submitted a written update to the Members on Housing Rent Arrears.  
The Committee stated that strong and early intervention was important and requested regular updates. They re-iterated their concerns in relation to the high level of arrears and raised the issue of accessing income at source from social welfare payments. KQ advised that DCC don't have the legal powers to do this, and that legislation to enable this has not yet been enacted. The Members requested that Housing attend the meeting in December to give a further update.
- **Action 4:** It is proposed to bring a report on this item to the December meeting (Fixed Assets Register)
- **Action 5:** TL informed the Members that the outstanding recommendations in relation to the Joinery Workshop are being examined under the Review of Recommendations audit and she will report back to the Committee on completion
- **Action 6:** Completed
- **Action 7:** Internal Audit will carry out a random spot check on parking permit applications in areas of high demand and those with a mix of commercial and residential use in March 2021.

**Appendix B:**

- **Action 6:** To be dealt with under Item 3 on the agenda for this meeting

**Action 1:** The Committee requested that Housing Management attend the December meeting and give an update on the issue of rent arrears.

**2. Standing Item on the agenda – Any Conflict of Interest of A.C. Members**

No conflict of interest was declared.

**3. Action Items from Previous Meeting:**

**Céline Reilly, Executive Manager, Environment & Transportation Department, will give a talk on Climate Change**

CR introduced the talk on climate change and told the Members that DCC were the first Local Authority to adopt the Climate Change Plan. SD gave a presentation to the Members including the Climate Change Action Plan themes and targets, engagement strategy, ongoing projects, funding and awards and details of the regional offices put in place to support local authorities.

The Members asked some questions, including in relation to the District Heating initiative. CR clarified that this is heating being generated from the Waste to Energy plant. The Members asked what stage it's at and CR said she would come back to the Members with this information.

**Action 2:** CR to report back to the AC on the progress of the District Heating initiative

#### **4. Audit Reports:**

##### **R07-19: Environment and Transportation Department – Intelligent Transport Systems (ITS) Division - Software Asset Management Review**

DK, Deloitte, gave an overview of the Report.

Two main issues were identified, i.e. the formal process that applies to Central Information Systems Department in DCC doesn't apply to ITS in the Environment & Transportation Department and there is no inventory listing of software or review of same for ITS.

DK advised that the recommendations were accepted by Management, with a target date for implementation of the summer of 2020. The Committee queried the consequences of the audit findings and DK advised that they pose both financial and security risks.

TL will update the Members on progress of recommendations.

The Committee also referenced the slow Management response. TL advised that there was a six-week delay. The Members recommended that Departments should submit their Management Response to Internal Audit within two weeks of request for same.

**Action 3: The AC agreed to communicate to the CE that Departments under audit should submit a Management Response to Internal Audit within two weeks of request for same, the current response time being unacceptable.**

**Action 4: TL to report back to the Members on progress of implementation of Recommendations in relation to Software Asset Management Review**

##### **R08-19: Review of Security Systems in place for Artwork at the Hugh Lane Gallery**

TL gave an overview of the Report.

The Report highlighted some areas where improvements could be made and these were accepted by Management.

The AC noted the Satisfactory finding.

##### **R09-19: Review of Communication Processes for Regulatory and Important Information within Dublin City Council**

TL gave an overview of the Report.

She also advised that a Media Manager was appointed since the audit, and is tasked with the implementation of the recommendations. The Members queried if there was a definition of the term "regulatory information". KQ advised that DCC need to agree this definition, and maybe this will happen as a result of this audit.

The AC noted the Satisfactory finding.

#### **5. NOAC reports:**

##### **Report No. 24, Local Authority Satisfaction Survey 2020**

##### **Report No. 25, Infographic Report 2018 - 2020**

The Committee complimented DCC on the great work it does and commented that Reports don't always reflect this and that perhaps as an Organisation we should promote ourselves more. They noted the limitations of these types of reports and the difficulty of comparing different Local Authorities of varying sizes and services.

#### **6. Training/familiarisation sessions required by AC Members**

LR asked the Members to let her or KQ know if there was any training they felt would be beneficial.

**7. A.O.B**

DH apologised for his absence at previous meetings.

The meeting concluded at 10.20am.

A handwritten signature in black ink that reads "Louise Ryan". The signature is written in a cursive style and is positioned above a horizontal line.

**10/12/2020**

**Louise Ryan, Chairperson**

**Date:** \_\_\_\_\_

## **Appendix A**

- Action 1:** The Committee requested that Housing Management attend the December meeting and give an update on the issue of rent arrears
- Action 2:** CR to report back to the AC on the progress of the District Heating initiative
- Action 3:** The AC agreed to communicate to the CE that Departments under audit should submit a Management Response to Internal Audit within two weeks of request for same, the current response time being unacceptable.
- Action 4:** TL to report back to the Members on progress of implementation of recommendations in relation to Software Asset Management Review

## **Appendix B**

### **Actions agreed at the Audit Committee meeting of 8<sup>th</sup> July, 2020**

- Action 4:** The AC to review the work done on the Fixed Assets Register, following consideration of the PLGA's report for 2019
- Action 5:** Review of output from the Joinery Workshop after one year and a new audit to be carried out for comparison purposes
- Action 7:** Sample/spot check of parking permits issued in high-demand areas to be undertaken