

**Mental Health Commission Meeting
Minutes of Meeting held 6 March 2020 at 2.30 pm
Held by way of Conference Call**

Commission Members	Initials
John Saunders	JS
Rowena Mulcahy	RM
Michael Drumm	MD
Tomas Murphy	TM
Ned Kelly	NK
Patrick Lynch	PL
Colette Nolan	CN
Xavier Flanagan	XF

Apologies	Initials
Aaron Galbraith	AG
Margo Wrigley	MW
Jack Nagle	JN
Nicola Byrne	NB

Executive in Attendance	Initials
John Farrelly, Chief Executive	JF
Orla Keane, Secretary to the Commission, Head of Legal / Division Lead for MHT	OK
Simon Murtagh, Chief Operations Officer	SM
Michael Maxwell, Finance Manager	MM

No.	Matter	Action Required By
1	Declarations of Interests – it was verbally that there was nothing to declare.	OK
2	<p>Draft Annual Financial Statements</p> <p>The Chair noted that this was a one item Agenda - to approve the draft AFS for 2019 in order that the C&AG Audit may commence its audit on Monday 9 March. The Chair further noted that the draft AFS has been circulated to the Members the previous week for review.</p> <p>The Chair then passed the matter to PL, as Chair of the FARC. PL noted that the FARC had met that morning. As part of that meeting, the FARC met with the persons from the C&AG who would be conducting the 2019 Audit.</p> <p>PL then noted that the FARC reviewed the draft AFS carefully and there were no substantive issues arising from their review but a small number of amendments were being recommended. PL further confirmed that at his request MM had prepared a document setting out each of these amendments, which OK circulated to the Members prior to this meeting. PL then proceeded to take the Members through each amendment proposed.</p>	SM / MM

	<p>PL noted that the FARC had requested that SM would produce a document setting out the elements of the internal controls framework, which the Executive / CE consider before the draft AFS is signed off on and sent to the FARC / Commission for approval. PL noted that the FARC and Commission can review this document before the AFS is finally signed off on later this year following the C&AG Audit. PL noted that this was important for the Chair of the Commission who shall be signing the Letter of Representation.</p> <p>The Members confirmed to the Chair that they had no queries arising from the review of the FARC document or their own review of the draft AFS. The Members agreed to approve the draft AFS.</p> <p>CN proposed the approval of the draft AFS and XF seconded same. Decision 4 of 2020</p>	
	Next Meeting – 19.3.2020	

ACTION LOG			
No	Action	Person Responsible	Status
1	Finalise draft AFS and send to the C&AG	SM/ MM	Done
2	Prepare a document setting out the elements of the internal controls framework, which the Executive / CE considers before the draft AFS is signed off on and sent to the FARC / Commission for approval	SM	

Dated: 16.4.2020

**Signed:
By the Chair**

