

Mental Health Commission
Minutes of Extraordinary Meeting held on 13 December 2017
4.30 – 5:00
Held in Waterloo Exchange, Waterloo Road, Dublin

Present:

Commission Members	Initials
John Saunders	JS
Catherine O'Rorke	CoR
Aaron Galbraith	AG
Michael Drumm	MD
Patrick Lynch	PL
Nicola Byrne	NB
Ned Kelly	NK
Niamh Cahill	NC

Apologies:	
Margo Wrigley	MW
James Lucey	JL
Xavier Flanagan	XF
Colette Nolan	CN
Rowena Mulcahy*	RM

Executive in Attendance:	
Patricia Gilheaney - Chief Executive	PG
Orla Keane - Secretary to the Commission	OK

(*RM due to an IT issue within the MHC did not receive the email notifying Members of this meeting.)

1. JS opened the meeting which was being held via conference call in accordance with Section 3.4.6 of the Standing Orders for Commission meetings and confirmed that a quorum was present.
2. The Chair noted that it was a one item agenda which was to review and agree the Financial Statements for year ending 31 December 2016.
3. The Chair requested PG to address the Members on her Memo. NC noted that the memo was incorrectly dated 8 December 2016 instead of 8 December 2017. The error was noted and Members were advised that the memo would be amended with the correct date inserted.
4. PG proceeded to go through her Memo - she noted that the Financial Statements had been recommended for approval by the Audit Committee on 1 March 2017 and were subsequently approved by the Commission on 24 March 2017. The C&AG has now completed their Audit (which commenced with onsite fieldwork in August 2017) and they do not require any amendments to the figures. They have requested that some of the notes be amended. For ease of comparison the FS 2016 as approved by the Commission on 24 March 2017 was provided in addition to the SA 2016 with the revised notes (highlighted). PG went through the five main amendments (which she had addressed in her Memo).

PG then referred members to the email issued on 12 December 2018 with a further version of the FS 2016 that the C&AG requested be considered for approval by the board. This request was received after the Memo of the 8 December 2017 had been issued. This version had one additional amendment (Page 18 No.7) which addressed the issue raised by PG at the meeting on 1 December; the error by the Department of Health in relation to the increment due to a member of staff. The wording of the note was read out.

5. The Chair asked the members if they had any queries in relation to the FS 2016 -

NC / NK – Queried which version of the Financial Statements were the Members being asked to agree. PG confirmed that the version sent on Tuesday 12 December was the final version and the version for consideration and approval by the Members.

PL – Raised a query on the note in relation to Superannuation Contributions. PG advised that the note was as provided by the C&AG and reflects similar notes for other non-commercial state agencies.

PL – Queried the issue of payment of Annual Leave which had arisen in previous years and if this was still an issue for the balance sheet going forward. PG confirmed that Annual leave was still accruing to some senior staff due to ongoing staff resource issues and that it will need to be addressed in terms of authorisation or given as a gift by the employees concerned to the organisation.

As there were no further queries JS then moved to have the Financial Statements 2016 sent to Members on 12 December approved.

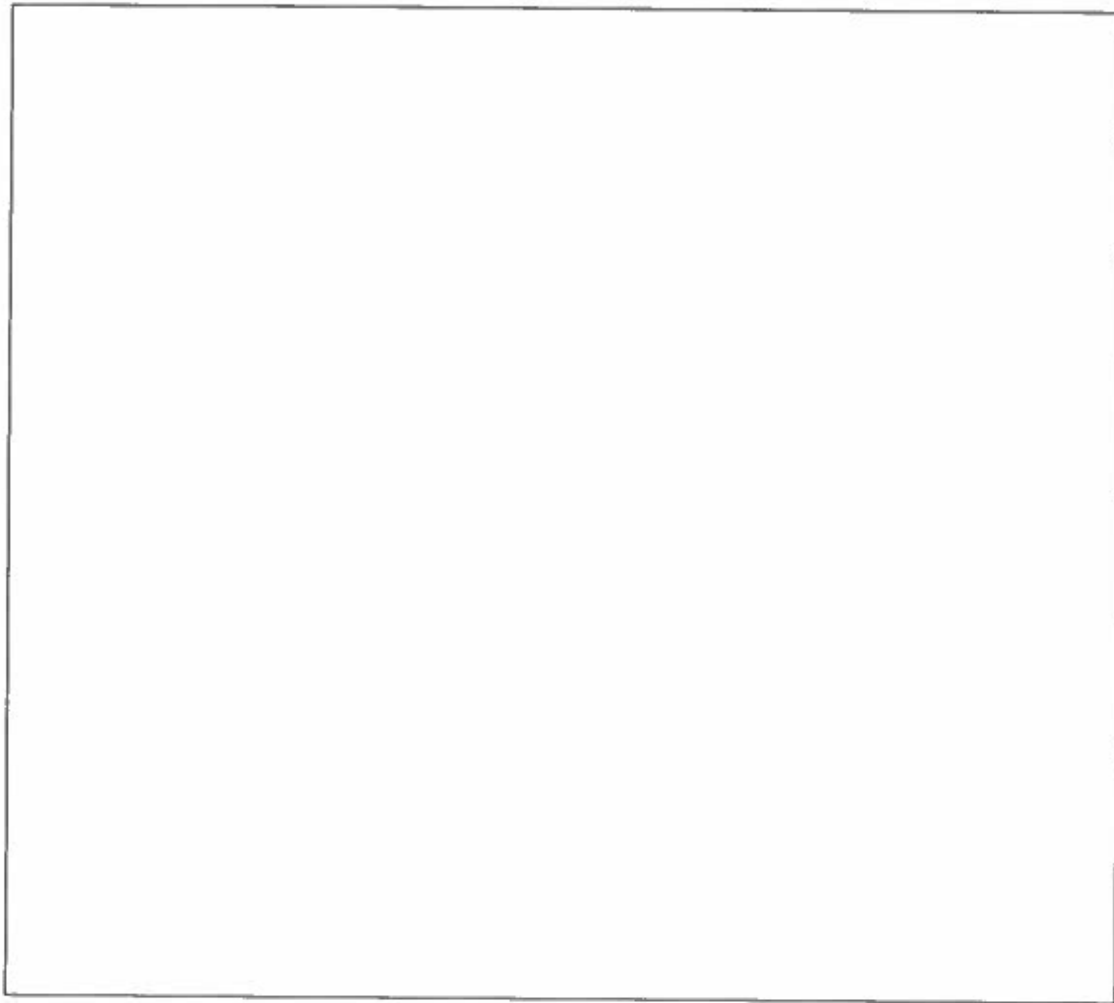
Decision 30 of 2017

JS proposed approval and COR proposed seconded same.

NC

NC asked what the next steps in the process were and PG explained that –

- JS and PG will proceed to sign the FS 2016 as approved immediately after the meeting.
 - They would be sent to the C&AG by courier that evening.
 - The C&AG will review and certify.
 - The C&AG will then furnish the MHC final set of Certified FS 2016 w
 - On receipt, the certified Financial Statements 2016 and Chairman's statement will issue to the Minister in accordance with Section 47(5)(c) Mental Health Act 2001
 - The Minister will then lay a copy of the Financial Statements 2016 before each House of the Oireachtas will then go before the Houses of the Oireachtas and will also go to the Public Accounts Committee.
6. JS noted that there was one additional matter to be addressed and that was a change to the meeting date in March 2017. This would mean that the meeting will now take place on 22 March 2017. JS explained that due to the additional work of the ARC and the Commission additional time would be needed between the two meetings. This was agreed by the Members.



Dated: 25 January 2018

Signed:

Chairman

A handwritten signature in black ink, written in a cursive style. The signature is positioned to the right of the text 'Signed:' and 'Chairman'.