

Audit Committee 25 September 2007

Actions List

Executive summary and recommendations

**Introduction**

Attached is the actions list as agreed at the last public meeting of this committee.

**Decision**

The Committee is requested to note the document. No decision is required.

**Background information**

Please refer to individual minutes and papers for the background to each decision.

**Resource implications**

None

**Financial implications**

None

**Background papers**

None

**Appendices**

None

**Date of paper**

28 June 2007.

## Action Points

### Audit Committee - Public meeting

26 June 2007

	Action point (and location in the minutes)	For the attention of	Action by	Comments
1	Annual report and accounts 2006-7: Subject to changes agreed, Committee approved the report.  (6.4)	SL	6 July 2007	Annual report received by Council on 6 July 2007. The Executive is awaiting clarification from HM Treasury on HPC's status and whether HPC requires HM Treasury approval for a payment made in the 2006-7 financial year, before the annual report can be finalised.
2	Baker Tilly audit findings: Committee approved draft audit findings and letter of representation.  (7.8)	SL	6 July 2007	Actioned. Letter of representation received by Council on 6 July 2007.
3	National Audit Office letter of representation: Committee approved the letter.  (8.4)	SL	6 July 2007	Actioned. Letter of representation received by Council on 6 July 2007.
4	Internal audit annual report: To be revised in accordance with changes indicated by Committee.  (12.4)	President/ PKF	25 September 2007	Actioned. See paper on agenda for 25 September 2007.

5	<p>Process for reviewing the performance of the external auditor: Executive to complete the annual client care review questionnaire sent out by Baker Tilly. Completed questionnaire to be brought to Committee for discussion and decision on whether to recommend reappointment of the external auditor to Council.</p> <p>(14.5)</p>	Baker Tilly/ SL	25 September 2007	Actioned. See paper on agenda for 25 September 2007.
6	<p>Process for reviewing the performance of the internal auditor: Executive should complete PKF's client care questionnaire. Completed questionnaire would then be brought to Committee for discussion and decision on whether to recommend reappointment of the internal auditor to Council.</p> <p>(15.3)</p>	PKF/ SL	25 September 2007	Actioned. See paper on agenda for 25 September 2007.
7	<p>Draft financial regulations: To be amended as discussed and brought back to future meeting.</p> <p>(16.5)</p>	SL	25 September 2007	
8	<p>Committee self-evaluation: Comments on process to be fed back to Council Awayday in October 2007. PKF to provide examples of self-evaluation forms used by other organisations.</p> <p>(17.5)</p>	CB/ PKF	25 September 2007	<p>Actioned. The Secretary to Council was notified of the Committee's views (as set out in the minutes of the meeting held on 26 June 2007).</p> <p>Examples of self-evaluation forms have been received from PKF.</p>