

Audit Committee – 26 June 2008

Format of annual report and accounts

Executive summary and recommendations

Introduction

The Audit Committee agreed the timetable for the annual report and accounts at its meeting in December 2007. The original timetable envisaged that a professionally type-set and artworked version of the document would be produced. Since that date the timetable has been reviewed by all parties involved in putting the document together and it has become apparent that, if the HPC is to lay the annual report in Parliament before the July recess, there will be insufficient time to prepare a professionally artworked document.

Therefore the HPC has two options;

- (i) To prepare a word-version of the document, for approval by Council at its July meeting and signed by various signatories, to be laid in Parliament in July i.e. before the summer recess;
- (ii) To prepare a word version of the annual report for approval by Council at its July meeting. This document would be artworked and signed off by the various signatories in late summer 2008 and laid in Parliament after the summer recess.

Decision

The Committee is asked to discuss and choose between the above options. The Executive would recommend option one.

Background information

The Executive has discussed the above options with HPC's external auditors, the National Audit Office and the Privy Council, none of which has raised any objection.

It is likely that in place of the annual report the Communications Department will produce a document about the activities of the HPC every year to 18 months.

Resource implications

Option 2 – staff time in preparing an artworked version of the annual report.

Financial implications

Cost of artworking annual report included in annual budget.

Appendices

none

Date of paper

16 June 2008

Date	Ver.	Dept/Cmte	Doc Type	Title	Status	Int. Aud.
2008-06-16	a	SEC	AGD	Executive summary format of annual report and accounts	Final DD: None	Public RD: None