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Audit Committee 23 September 2010

Actions list

Executive summary and recommendations

Attached is an 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 papers and minutes for the background to decisions.

**Resource implications**

None

**Financial implications**

None

**Appendices**

None

**Date of paper**

25 June 2010

Date	Ver.	Dept/Cmte	Doc Type	Title	Status	Int. Aud.
2010-06-25	a	AUD	PPR	Executive summary action points list public meeting Audit Committee 23 September 2010	Final DD: None	Public RD: None

## Action points

### Audit Committee - Public meeting

24 June 2010

	Action point (and location in the minutes)	For the attention of	Action by	Comments
1	Business Process Improvement reports: Committee agreed that future reports should briefly summarise how British Standards Institute audits helped HPC to continuously improve.  (7.2)	RD	Ongoing	
2	Draft annual report and accounts: Subject to an amendment, the Committee agreed to approve the draft.  (8.6)	GB	7 July 2010	Actioned. The annual report was approved by the Council on 7 July 2010. It was laid in Parliament on 27 July 2010.
3	National Audit Office audit findings and letter of representation: Committee approved the report of audit findings for 2009-10 and the management letter.  (9.8)	GB	7 July 2010	Actioned. The signed letter of representation was sent to the National Audit Office.
4	Tendering process for internal auditor: Subject to amendments above, the Committee agreed:  (1) the proposed approach to tendering described in appendix 1 of the paper;  (2) the timetable in appendix 2 of the paper; and  (3) that, subject to members' availability, an additional meeting of the Committee should be held on 25 November 2010 or 2 December 2010, to receive presentations from shortlisted firms and agree a recommendation to Council on appointing an internal auditor.  (10.6)	CB	Ongoing to December 2010	Actioned.  A verbal report will be made to the meeting on the number of bids received.  The short-listing meeting is due to be held on 18 October 2010.  The additional meeting of the Committee is due to be held on 25 November 2010.

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2010-06-25	a	AUD	PPR	Executive summary action points list public meeting Audit Committee 23 September 2010	Final DD: None	Public RD: None