

**Health Professions Council
Audit Committee 28 February 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

14 December 2006.

ACTION POINTS

AUDIT COMMITTEE - PUBLIC MEETING

6 DECEMBER 2006

	Action point (and location in the minutes)	For the attention of	Action by	Comments
1	Quality Manager to discuss inputting feedback from listening events into HPC quality management system. (6.2)	RB/ JL	28 February 2007	Actioned. Summaries of the main points from listening events will continue to be distributed to Executive Management Team and, in addition, the Quality Manager. The Quality Manager will identify specific issues, actions or recommendations and track any subsequent action. The Quality Manager post is currently vacant but recruitment will take place later in the year.
2	Financial Regulations: National Audit Office to provide wording about Chief Executive's role as Accounting Officer. (7.4)	Mr Ecroyd	31 December 2006	Actioned. Wording received and incorporated into regulations. See action point 4 below.
3	Financial Regulations: PKF to provide wording about Director of Finance's responsibility for regularly reviewing the regulations. (7.4)	Mr Weighell	31 December 2006	Actioned. Wording received and incorporated into regulations. See action point 4 below.
4	Financial Regulations: Amended version to be presented to next Audit Committee meeting for further discussion. (7.5)	MJS	28 February 2007	Actioned. See further paper on agenda for meeting on 28 February 2007.

Date
2007-01-05

Ver.
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Dept/Cmte
ADT

Doc Type
PPR

Title
Executive summary action points
public meeting Audit Committee
February 28 2007

Status
Final
DD: None

Int. Aud.
Public
RD: None

5	Training for the Audit Committee: Training session to be held on afternoon of 28 February 2007 and content of training agreed, subject to any further requests for amendments from members. (9.3)	CB	28 February 2007	Actioned.
6	Internal audit: Finalised internal audit reports, once available, to be circulated to members electronically. (11.6)	PKF	Ongoing	Repeats a decision made on 26 September 2006.
7	Internal audit: Chairman and Mr Kennett to meet PKF to discuss Committee's concerns about internal audit work and discuss what action could be taken by HPC to facilitate internal audit, e.g. confirming process and protocols. (11.7)	Chairman/ Mr Kennett	31 December 2006	Actioned. Meeting held on 14 December 2006.
8	Internal audit: Management response to be included in all future internal audit reports. (11.12)	PKF	Ongoing	Actioned. See reports on agenda for 28 February 2007.
9	Internal audit: PKF to provide guidance on best practise in all future internal audit reports, to facilitate HPC's work towards highest possible rating in all areas. (11.13)	PKF	Ongoing	