

Audit Committee 24 June 2010

Annual review of actions taken in 2009-10: Public meetings

Executive Summary and Recommendations

Introduction

An annual review of the actions arising from meetings in 2009-10 is attached.

Decision

The Committee is asked to note the actions that have been taken.

Background information

Please refer to individual papers and minutes for the background to decisions.

Resource implications

None.

Financial implications

None.

Appendices

List of actions arising from meetings in 2009-10.

Date of paper

5 March 2010.

Action points

Audit Committee – public meetings

2009-10

	Action point (and location in the minutes)	For the attention of	Action by	Comments
	24 June 2009			
1	Draft annual report 2008-9: Draft annual report approved. (9.3)	GB	6 July 2009	Actioned. The annual report was approved by Council on 6 July 2009 with minor amendments. It was laid in Parliament on 20 July 2009.
2	Baker Tilly (UK) LLP audit findings and letter of representation: Committee approved audit findings report for the year ending 31 March 2009 and the letter of representation to Baker Tilly (UK) LLP. (10.8)	GB	6 July 2009	Actioned. Letter of representation was approved by Council on 6 July 2009.
3	National Audit Office (NAO) audit findings and letter of representation: Committee approved the report of audit findings for 2008-9 and the letter of representation to the NAO. (11.3)	GB	6 July 2009	Actioned. Letter of representation was approved by Council on 6 July 2009.
4	Internal audit report – Fitness to Practise: Committee approved the internal audit proposals set out in the paper, with the exception that the review of the sample of up to five recent appeals should be deferred. (15.5)	PKF	Ongoing to September 2009	Actioned. See further paper on agenda for 29 September 2009.
5	Asset transfer to HPC: Committee agreed that the Executive should investigate winding up 22-26 Stannary Street Ltd, including seeking reassurance (getting transaction clearance) from HM Revenue and Customs on the tax implications. (20.4)	GB	Ongoing to 29 September 2009	Actioned. See further paper on agenda for 29 September 2009 and action point 7 below.

	29 September 2009			
6	Poynter Review: Executive to report on its response at the next meeting. (6.3)	RD	9 December 2009	Actioned. See further paper on agenda for 9 December 2009.
7	22-26 Stannary Street Limited: Committee agreed that Baker Tilly should write to HM Revenue and Customs for a pre-transaction ruling. The response would be submitted to the Committee for consideration. (8.5)	Baker Tilly	7 October 2009	Actioned. This proposal was agreed by the Council on 7 October 2009.
8	Internal audit charter: Subject to an amendment to the section 'Head of Internal Audit', Committee approved the internal audit charter for ratification by Council at a later date. (9.5)	GB	10 December 2009	Actioned. Approved by the Council on 25 March 2010.
9	Internal audit report – Fitness to Practise: Minor error in the report, which described it as a draft version, to be corrected. Corrected version to be circulated to members. (10.6)	PKF/ CB	29 September 2009	Actioned. Revised version circulated by e-mail to members on 29 September 2009.
10	Internal audit progress report: Committee agreed that PKF should report on a regular basis on progress against recommendations from previous internal audit reports. (11.2)	PKF	Ongoing	On 9 December 2009, the Committee agreed that, if recommendations were particularly significant or urgent, then it could exceptionally request a follow-up report from PKF at its next meeting. The Committee agreed that it would be content to continue to receive an annual review of recommendations from PKF.
	9 December 2009			
11	Response to the Poynter Review: Committee approved the recommendations for HPC's response to the Poynter Review.	RD/ GRS	Ongoing	

	(7.5)			
12	Risk register: Members of the Committee to send examples of risk registers to the Executive, for comparison with HPC's risk register at next meeting. (8.3)	All members/ GRS/ RD	By January 2010	Actioned. Examples of risk registers were received. See further paper on agenda for 24 February 2010 and action point 18 below.
13	Risk register: Timetable for risk presentations by risk owners to the Audit Committee to be included in papers for next meeting. (8.4)	CB	24 February 2010	Actioned. See further paper on agenda for 24 February 2010 and action point 19 below.
14	Internal audit: Three-year strategic plan to be considered at next meeting. (13.4)	PKF	24 February 2010	Actioned. See further paper on agenda for 24 February 2010 and action point 17 below.
	24 February 2010			
15	National Audit Office external audit strategy 2009-10: Committee agreed that the NAO should consider whether it was necessary to audit 22-26 Stannary Street Ltd and should report back to the next meeting. (8.4)	NAO	24 June 2010	
16	National Audit Office external audit strategy 2009-10: Committee approved the external audit strategy for 2009-10. (8.5)	NAO	24 June 2010	
17	Internal audit plan 2010-11 and updated strategic plan: Subject to amendments, the Committee agreed the internal audit plan for 2010-11. (9.7)	PKF	Ongoing to 2011	
18	Risk register update: Committee agreed that, at future meetings, it should receive a paper at each meeting identifying the top ten risks on the register after mitigation (with an expanded narrative giving further detail on the risks and mitigations) and identifying any changes	RD/ GRS	Ongoing	

	to the risk register. The Committee agreed that it should continue to receive the risk register every six months. (13.3)			
19	Risk register update: Committee agreed that it should receive short presentations from three risk owners at each meeting on the key issues relating to risk in their areas. (13.4)	All risk owners	Ongoing	

Date
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Final
DD: None

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RD: None