

**Health Professions Council
Audit Committee 6 December 2006**

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

1 November 2006.

ACTION POINTS

AUDIT COMMITTEE - PUBLIC MEETING

26 SEPTEMBER 2006

	Action point (and location in the minutes)	For the attention of	Action by	Comments
1	Chairman to hold informal meetings with Baker Tilly, PKF and National Audit Office. (3.2)	Chairman	Ongoing	
2	ISO audits to be coordinated with internal and external audit work. Schedule of ISO audits to be presented to next Committee meeting, together with the outcomes of, and responses to, previous audits. (4.3)	RB	6 December 2006	See further paper on agenda for meeting on 6 December 2006.
3	Findings of ISO audits to be regularly received from Quality Manager. (4.4)	RB	Ongoing	
4	Quality management system to be mentioned at HPC listening events. (4.5)	Communications	Ongoing	
5	2006-07 year end timetable to be circulated to Committee Chairmen. (5.4)	SL	6 December 2006	Actioned.
6	Risk management: Council to be briefed on risk management systems in place and at each Council meeting a report should be presented, outlining current major strategic risks to organisation together with details of action being taken to mitigate and manage risks, for members to consider. (6.5)	MJS and PKF	6 December 2006	Actioned. Risk register will be included on draft Council agenda twice a year. Each Council agenda is subject to agreement by the President.

7	Finalised internal audit reports to be circulated to members. (6.9)	PKF	Ongoing	
8	Model agenda for the Audit Committee: Timetable of business to be revised as discussed. (7.5)	CB	6 December 2006	Actioned. See further paper on agenda for meeting on 6 December 2006.