

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

Model Agenda for the Audit Committee

Executive Summary and Recommendations

Introduction

The Committee is invited to discuss the attached table, which proposes a model agenda for each meeting during the year.

Decision

The Committee is asked to agree the table set out in the appendix to this paper.

Background information

At its meeting on 28 June, the Committee received a list of business for each meeting during the year. The Committee agreed the list of business and agreed that it should be presented as a table to its next meeting. (See paper AUD 45/06).

The tabulated information was presented to the Committee at its meeting on 26 September 2006 and the Committee agreed further amendments. (See paper AUD 52/06 and item 7 in the minutes of the meeting of 26 September). The further amendments have been incorporated into the appendix.

Resource implications

None.

Financial implications

None.

Appendices

Timetable of business for the Audit Committee.

Date of paper

17 November 2006.

Timetable of business for the Audit Committee

	External audit	Internal audit	Risk management	Annual Report and accounts	ISO Reports	Other business
February	External audit strategy and fees NAO audit strategy	Internal auditors' progress report on controls, any weaknesses and trends. Internal audit strategy and fees	Updated risk register	Timetable for annual report and accounts and external audit		Committee training (following the meeting) Elect Chairman and Vice-Chairman (every two years: next election in February 2008) Seek general assurance from auditors that there are no irregularities
June	External audit findings	Internal audit progress report Internal audit annual report	Any risk management issues	Draft annual report and accounts and associated reports	ISO reports	Review action points in the last year Seek general assurance from auditors
September	Issues arising from external audit (if any) External auditors' performance in last year NAO's performance in last year	Internal audit progress report Internal auditors' performance in last year	Updated risk register			Review terms of reference (first review: September 2007) Review Committee's effectiveness (first review: September 2007) Meeting dates for next year

Timetable of business for the Audit Committee

						Seek general assurance from auditors
December		Internal audit progress report	Any risk management issues		ISO reports	Agree topics to be covered in training in February. Seek general assurance from auditors.