

**Health Professions Council  
Audit Committee 26 September 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.

**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).

**Resource implications**

None.

**Financial implications**

None.

**Appendices**

Timetable of business for the Audit Committee.

**Date of paper**

4 September 2006.

Timetable of business for the Audit Committee

	<b>External audit</b>	<b>Internal audit</b>	<b>Risk management</b>	<b>Annual Report and accounts</b>	<b>ISO Reports</b>	<b>Other business</b>
<b>February</b>	External audit strategy and fees  NAO audit strategy	Internal auditors' progress report on controls, any weaknesses and trends.  Internal audit strategy and fees		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)
<b>June</b>		Executive's progress to address internal control action points	Updated risk register	Draft annual report and accounts and associated reports	ISO reports	Review action points in the last year
<b>September</b>	Issues arising from external audit (if any)	Internal auditors' progress report on controls, any weaknesses and trends	Updated risk register			Review terms of reference (first review: September 2007)  Review Committee's effectiveness (first review: September 2007)  Meeting dates for next year
<b>December</b>		Executive's progress to address internal control action points			ISO reports	Agree topics to be covered in training in February.