

Audit Committee 28 November 2012

Actions list

Executive summary and recommendations

Attached is an 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 papers and minutes for the background to decisions.

Resource implications

None

Financial implications

None.

Appendices

None.

Date of paper

12 October 2012.

Action points

Audit Committee - Public meeting

27 September 2012

	Action point (and location in the minutes)	For the attention of/ Comment on progress
1	National Audit Office (NAO) external audit strategy: Committee approved the strategy. (7.5)	National Audit Office (ongoing to July 2013).
2	Review of the performance of the external auditor: Committee agreed that: (1) the performance of the NAO as the external auditor over the past year should be reviewed at the meeting of the Committee to be held on 28 November 2012; and (2) the review should take the form of a paper including the NAO client questionnaire, completed by members of the Committee (as far as possible) and by the Executive. (8.5)	All members/Director of Finance (by 28 November 2012). See further paper on agenda for today's meeting.
3	Internal audit – Review of recommendations: A member asked for confirmation that employees kept a copy of the letter on the HCPC's data protection policies, which they are asked to sign on starting work at the HCPC. (10.3)	Secretary to the Committee (by 28 November 2012). The Human Resources Department has explained that a copy of the letter is not given to new employees after they have signed it, although some employees do ask for it. However, employees are asked to read the letter before they sign it and a copy is retained on the employee's file in Human Resources. Employees also receive regular, compulsory refresher training on data protection. As a back-up, additional information on both data protection and Freedom of Information is available on the internal employee intranet.

Date	Ver.	Dept/Cmte	Doc Type	Title	Status	Int. Aud.
2012-10-12	a	F&R	PPR	Executive summary action points list public meeting Audit Committee 28 November 2012	Final DD: None	Public RD: None

4	<p>Internal audit review – Review of recommendations:</p> <p>The Committee agreed that the Executive should provide further details about the purchasing procedures at the next meeting.</p> <p>(10.3)</p>	<p>Director of Finance (by 28 November 2012).</p>
5	<p>Risk register update: The list of changes to the register would be amended to include some new risks.</p> <p>(13.3)</p>	<p>Director of Business Process Improvement (by 28 November 2012).</p> <p>Completed. The list of changes has been updated.</p>

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