

Audit Committee 26 September 2008

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

4 July 2008.

Action Points

Audit Committee - Public meeting

26 June 2008

	Action point (and location in the minutes)	For the attention of	Action by	Comments
1	Privy Council Office to be asked for a reply clarifying the HPC's status. (4.3)	NO'S	26 September 2008	Actioned. See paper on agenda for 26 September 2008.
2	Draft annual report 2007-8: Subject to amendments, Committee agreed that the report should be approved. (7.3)	SL/ NO'S/ CB	3 July 2008	Actioned. See action point 3 below.
3	Format of annual report and accounts: Committee agreed that a plain, unartworked version of the annual report and accounts should be approved by the Council at its meeting on 3 July 2008 and signed. This version would be laid in Parliament in July 2008. (8.4)	NO'S	Ongoing to July 2008	Actioned. Draft annual report was approved by Council on 3 July 2008. It was laid in Parliament on 21 July 2008.
4	Baker Tilly (UK) LLP audit findings and letter of representation: Committee agreed that PKF should review implementation of actions on identified internal control issues, as part of internal audit of financial systems in third quarter of 2008-9. (9.4)	PKF	December 2008	
5	Baker Tilly (UK) LLP audit findings and letter of representation: Committee approved findings and letter of representation. (9.8)	SL	3 July 2008	Actioned. Letter of representation was approved by Council on 3 July 2008.

6	National Audit Office audit findings and letter of representation: Head of Business Improvement to monitor information security management as part of the ISO 9001:2000 quality management process. (10.4)	RD	Ongoing	
7	National Audit Office audit findings and letter of representation: Committee agreed to approve the audit findings from the NAO and the letter of representation. (10.6)	SL	3 July 2008	Actioned. Letter of representation was approved by Council on 3 July 2008.