

Item 44b/10

Summary of Audit, Performance and Quality Committee Meeting 17th December 2009

In Attendance Committee: Ann Macfarlane, John Swain, Janice Nicklin, Bob Gilligan, Dave Merrill	Apologies Committee: Judith Winterbourne
In Attendance HHT: Neil McGrath, Sue Smith, Katie Hamlett	Apologies HHT: None
In Attendance External: Nicola Higginbottom and Lauren Parr (PKF)	Apologies External: None

Subject	Key Issues
Election of Chair and Vice Chair	<ul style="list-style-type: none"> Ann Macfarlane was appointed as Chair. Bob Gilligan as Vice Chair to serve until the end of the 2010 AGM
Payroll Services Contract	<ul style="list-style-type: none"> Committee was satisfied that this appointment would not impact on the independence of the internal audit service and approved the award of a contract for payroll services to PKF, the Trust's current Internal Auditors
Finance and Performance Workplan Update	<ul style="list-style-type: none"> Committee noted the report
Audit Recommendations Update	<ul style="list-style-type: none"> Committee agreed revised completion dates for those audit recommendations that have not yet been completed
Internal Audit Charter	<ul style="list-style-type: none"> Committee approved the PKF Internal Audit Charter for Halton Housing Trust
Risk Management Strategy	<ul style="list-style-type: none"> Committee noted the outcome of the risk reviews that have taken place since the last meeting in June 2009. Committee recommended the new Risk Management Strategy to Board for approval in January 2010