

Item 65b/08

Summary of Audit, Performance and Quality Committee Meeting 4th December 2008

In Attendance Committee: Ann Macfarlane, Bob Gilligan, John Swain	Apologies Committee: Helen Bushell, Dave Merrill and Judith Winterbourne
In Attendance HHT: Neil McGrath, Nick Atkin, Katie Hamlett, Sue Smith	Apologies HHT: None
In Attendance External: David Partington and Lydia Brown (PricewaterhouseCoopers)	Apologies External: None

Subject	Key Issues
Election of Chair and Vice Chair	<ul style="list-style-type: none"> • Committee appointed Ann Macfarlane as Chair until the 2009 AGM • Committee appointed Bob Gilligan as Vice Chair until the 2009 AGM
Strategic Projects Prioritisation	<ul style="list-style-type: none"> • Committee made a number of recommendations for Discussion at Board on 17th December 2008
Audit Recommendations Update	<ul style="list-style-type: none"> • Committee agreed revised completion dates for those audit recommendations that have not yet been completed
Anti - Fraud Policy	<ul style="list-style-type: none"> • Committee approved the Anti-Fraud policy and Fraud Response Plan
Procurement of Audit Services	<ul style="list-style-type: none"> • Committee agreed the tender lists for the provision of external and internal audit services • Committee agreed that the same firm will not be appointed to provide both the external and internal audit services

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	<ul style="list-style-type: none">• Committee agreed the selection process and timetable, the membership of the selection panel and the evaluation and selection criteria
Audit of Leaseholder Accounts	<ul style="list-style-type: none">• Committee noted the report
Performance Team Workplan	<ul style="list-style-type: none">• Committee noted the report
Risk Management	<ul style="list-style-type: none">• Committee were updated on the implementation of Departmental Risk Registers.• Committee noted the report