

Audit Committee 10 December 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

3 October 2008.

Action Points

Audit Committee - Public meeting

26 September 2008

	Action point (and location in the minutes)	For the attention of	Action by	Comments
1	<p>Risk register: Chief Executive to ensure that all managers, who had responsibility for risks identified on the risk register, to present a review of their respective risks and mitigation plans to the Committee once each financial year. Under this process, the most significant risks should be addressed first.</p> <p>(8.3)</p>	MJS	Ongoing	See further paper on agenda for 10 December 2008.
2	<p>Meeting of committee with internal and external auditors:</p> <p>(1) meeting with the internal and external auditors (including the National Audit Office) should be held in private part of the meeting at which the Committee received the annual report and accounts, audit findings and annual report from internal auditor (i.e. normally the June meeting);</p> <p>(2) exceptionally for the 2007-8 audit, the Committee should meet with the internal and external auditors in the private part of the meeting on 26 September 2008.</p> <p>(11.3)</p>	CB	<p>Point 1: Ongoing – each June meeting</p> <p>Point 2: 26 September 2008</p>	Point 2: Actioned
3	<p>Council to consider whether declarations of conflicts of interest should be a standing item on committee and Council agendas.</p> <p>(12.3)</p>	CB	11 December 2008	Due to be considered by Council on 11 December 2008, subject to approval of the agenda.

4	Review of the Audit Committee's effectiveness: Council to consider amending the process for appointment of members to the Audit Committee, so that members were asked to state their knowledge of the subjects mentioned in the National Audit Office's self-assessment checklist. (12.3)	CB	11 December 2008	Due to be considered by Council on 11 December 2008, subject to approval of the agenda.
5	Review of the Audit Committee's effectiveness: Details of conference on best practice for audit committees to be circulated to members. Members to be asked if they wished to attend. (12.6)	CB	1 October 2008	Actioned. Email circulated to members on 26 September 2008. Three members were able to attend the conference.
6	Review of the Audit Committee's effectiveness: Mr Kennett to review content of the National School of Government's induction course and recommend whether it would be suitable for members. (12.7)	Mr Kennett	10 December 2008	Actioned. See further paper on agenda for 10 December 2008.