

Audit and Assurance Committee



Date: 14 March 2017

Item: Actions List

This paper will be considered in public

1 Summary

1.1 This paper informs the Committee of progress against actions agreed at previous meetings.

2 Recommendation

2.1 **The Committee is asked to note the Actions List.**

List of appendices to this report:

Appendix 1: Actions List

List of Background Papers:

Minutes of previous meetings of the Committee

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Audit and Assurance Committee Actions List (reported to 14 March 2017 meeting)

Actions from last meeting

Minute No.	Item/Description	Action By	Target Date	Status/note
43/10/16	<p>Annual Audit Letter That an induction session be held to provide Committee Members with an opportunity to familiarise themselves with key audit and assurance matters.</p>	Secretariat	Following the meeting.	Session held on 28 November 2016. Completed.
48/10/16	<p>Internal Audit Quarter 1 Report 2016/17 Members to discuss how best information on the Internal Audit quarterly reports could be presented at the induction session for Committee Members.</p> <p>That future reports include the reasons for audits cancelled and postponed.</p>	Howard Carter Clive Walker	Following the meeting. Future meetings	Discussion held at the Induction session on 28 November 2016 and informal meeting of 14 February 2017. New report format on agenda. To be included in future reports.
52/10/16	<p>Effectiveness Review of the External Auditors In future, Audit and Assurance Committee Members be included as part the process of the assessment of auditor performance.</p>	Ian Nunn	October 2017	To be incorporated into the next review.

There are no outstanding actions from previous meetings.