

TO: West Gloucestershire Primary Care Trust

FROM: The Audit Committee

DATE: 19th May 2005

SUBJECT: REPORT FROM THE AUDIT COMMITTEE

1.0 PURPOSE

1.1 To ask the Board to receive the draft minutes of the Audit Committee meeting held on Thursday 14th April 2005.

2.0 BACKGROUND

2.1 The Audit Committee meets on average four times each year to discharge its responsibilities. After approval by the Chair of the Audit Committee the draft minutes of Audit Committee meetings will be taken to the Board as soon as possible.

2.2 The Audit Committee met on 14th April 2005 and a verbal update from this meeting was provided at the Board meeting held on 21st April. The draft minutes from this meeting are attached at Annex 1.

2.3 At the last meeting Members of the Audit Committee reviewed the draft Internal Audit Plan for 2005/06. The plan has been based on the original needs assessment undertaken by internal audit two years ago; however new areas such as Payment by Results and Out of Hours, have been added to the Plan. The draft plan will be subject to further review and can be amended in year as required. The Audit Committee therefore agreed to recommend the draft Internal Audit Plan for 2005/06, attached at Annex 2, to the Board.

2.4 The next meeting of the Audit Committee is due to take place on Thursday 7th July 2005.

3.0 RECOMMENDATION

3.1 Members of the Board are asked to:

- receive the minutes of the Audit Committee meeting held on 14th April 2005 and note the contents
- approve the draft Internal Audit Plan for 2005/06.