

**TO:** West Gloucestershire Primary Care Trust Board

**FROM:** The Audit Committee

**DATE:** 20th November 2003

**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 9th October 2003.

**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 last met on 9th October 2003 and the draft minutes are attached. The next meeting of the Audit Committee is scheduled to take place on Thursday 8th January 2004.

**3.0 RECOMMENDATION**

3.1 Members of the Board are recommended to receive the draft minutes of the Audit Committee meeting and note the contents.