



PHE Advisory Board Paper

Title of meeting PHE Advisory Board
Date 22 July 2013
Sponsor Derek Myers
Title of paper **Audit and Risk Committee of 6 June 2013: unconfirmed minutes**

1. Purpose of the paper

- 1.1 To summarise the minutes of the first meeting of the PHE Audit and Risk Committee (attached).

2. Recommendation

- 2.1 The Advisory Board is asked to **NOTE** the unconfirmed minutes of the PHE Audit and Risk Committee of 6 June 2013, which have been reviewed by the Chairman of the Committee and will be submitted to the next Committee meeting for approval.

3. Summary

- 3.1 The meeting covered:

- a) The adoption of a working set of terms of reference for the Committee.
- b) Recommendation to the Accounting Officer of PHE to sign the 2012/13 Annual Report and Accounts for the two legacy organisations – the Health Protection Agency and the National Treatment Agency for Substance Misuse, based on the reports of internal and external auditors and others.
- c) A first overview of the strategic risk management processes within PHE.
- d) Consideration of an integrated governance report as a suggested model for future reporting.
- e) The PHE internal audit strategy and plan for 2013/14.
- f) The formal handover process for issues from legacy bodies to PHE, including continuing audit recommendations and actions.

4. Future steps

- 4.1 The next meeting of the Audit and Risk Committee on 13 September will ratify the actions of the first meeting and put forward its agreed terms of reference for approval by the Advisory Board. The first reports from internal audit should be ready, as well as an update on the development of the PHE strategic risk register.

Victor Knight
Board Secretary
July 2013