

Pre-Hospital
Emergency Care
Council



Charter
for the
PHECC Compliance & Audit Committee

Mission Statement

“The Pre-Hospital Emergency Care Council protects the public by independently specifying, reviewing, maintaining and monitoring standards of excellence for the safe provision of quality pre-hospital emergency care”

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Council

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2nd Floor,
Beech House,
Millennium Park,
Naas Co Kildare, W91 TK7N,
Ireland.

T: + 353 (0)45 882042

E: info@phecc.ie

W: www.phecc.ie

Version History

(Please visit the [PHECC website](#) to confirm current version.)

Name: POL013 Charter for the PHECC Compliance & Audit Committee		
Version	Date	Details
1	Apr 2005	New Policy
2	Oct 2010	Policy updated
3	Mar 2013	Policy updated
4	Feb 2017	Policy Redrafted

- proposals for tendering for internal audit services or for purchase of non-audit services from contractors who provide audit services
 - anti-fraud policies, protected disclosure processes, and arrangements for special investigations
- and
- the C&AC will also periodically review its own effectiveness and report the results of that review to the Council.

Rights

The C&AC may:

- co-opt additional members to provide specialist skills, knowledge and experience
- and
- procure specialist ad-hoc advice at the reasonable expense of PHECC, subject to budgets agreed by the Council.

Access

The representative of internal audit and OCAg's Audit Manager will have free and confidential access to the Chairperson of the C&AC.

Meetings

- The C&AC will meet at least twice a year. The Chairperson of the C&AC may convene additional meetings, as necessary
- a minimum of 3 members of the C&AC will be present for the meeting to be deemed quorate
- as the business of the C&AC requires, the Director, the Head of Corporate Services, and a representative of both internal and external audit should attend for specific meetings or agenda items at the Committee's request
- the C&AC may ask any other officials of PHECC to attend to assist it with its discussions on any particular matter
- the C&AC may ask any or all of those who normally attend but who are not members to withdraw to facilitate open and frank discussion of particular matters
- the Council may ask the C&AC to convene further meetings to discuss particular issues on which they seek the Committee's advice.

Information Requirements

For each meeting the C&AC will be provided with:

- a report summarising any significant changes to the State body's strategic risks and a copy of the corporate risk matrix
- a progress report from Internal Audit summarising
 - work performed (and a comparison with work planned)
 - key issues emerging from the work of internal audit
 - management response to audit recommendations
 - changes to the agreed internal audit plan

and

 - any resourcing issues affecting the delivery of the objectives of internal audit

- a progress report from the Executive summarising work done by OCAG in the course of the external audit and emerging findings
- management assurance reports
- and
- reports on the management of health and safety matters

As and when appropriate the Committee will also be provided with:

- proposals for the terms of reference of internal audit
- the internal audit strategy
- the internal auditor's annual opinion and report
- the draft financial statements of the organisation
- the draft governance statement
- a report on any changes to accounting policies
- management letter from OCAG
- a report on any proposals to tender for audit functions, where appropriate
- a report on co-operation between internal and external audit
- and
- the organization's risk management strategy
- new or emerging developments in compliance or good governance practice.



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